

September 2024

**Exhibitor Package for HK International Outdoor and Tech Light Expo**  
**香港國際戶外及科技照明博覽(參展商須知)**

Dear Exhibitors,

Thank you for your participation in the HK International Outdoor and Tech Light Expo. Please note that the items listed on the back page will be included in your exhibitor package. If you have any questions, please feel free to contact our colleagues below.

Thank you for your attention and wish you every success in the event.

Hong Kong Trade Development Council

各位參展商：

感謝 貴公司參加香港國際戶外及科技照明博覽，煩請檢查背頁列出的資料是否齊全。如有任何疑問，請與以下同事聯絡。

預祝 展出成功！

香港貿易發展局 謹啟

2024年9月

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\* Event Dates &amp; Opening Hours 展覽日期及開放時間:

Event Dates 展覽日期	Opening Hours 開放時間	Buyer Registration Hours 買家登記時間
29 October (Tue) 10月29日(星期二)	10:30am-6:00pm 上午10時30分至下午6時正	10:00am-5:30pm 上午10時正至下午5時30分
30-31 October (Wed - Thur) 10月30至31日(星期三至四)	10:00am-6:00pm 上午10時正至下午6時正	9:30am-5:30pm 上午9時30分至下午5時30分
1 November (Fri) 11月1日(星期五)	10:00am-5:00pm 上午10時正至下午5時正	9:30am-3:30pm 上午9時30分至下午3時30分

\* Venue: Hall 8-10, AsiaWorld-Expo, Lantau, Hong Kong

地點：香港大嶼山亞洲國際博覽館8號至10號展館

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## Exhibitor Check-In Form 參展商進場登記表

Welcome to HK International Outdoor and Tech Light Expo. Please fill in your company information below and **bring along this letter and your business card** to the **Exhibitor Check-in Counter** for collecting *booth curtain and important on-site circulars*. The location and opening hours of the check-in counter are listed as below.

Date : 28 October 2024 (move-in day)  
Time : 11:00am to 8:00pm  
Location : West Concourse (1/F), AsiaWorld-Expo

We wish you every success at the event.

歡迎參加香港國際戶外及科技照明博覽。煩請 貴公司填妥以下資料，並攜同此登記表及閣下名片於進館日到「參展商進場登記櫃位」辦理進場登記手續，展台掛簾及是次展覽之重要通告。「參展商進場登記櫃位」的開放時間及地點如下：

日期： 2024年10月28日(進館日)  
時間： 上午11時至下午8時  
地點： 亞洲國際博覽館，西大堂(1/F)

敬祝 貴公司參展成功！

Company Name 公司名稱: \_\_\_\_\_

Booth No. 攤位號碼: \_\_\_\_\_

Contact Person 聯絡人: \_\_\_\_\_

Contact no. 聯絡電話: \_\_\_\_\_

Signature 簽署: \_\_\_\_\_

Dear Exhibitors:

Thank you for your participation in the HKTDC HK International Outdoor and Tech Light Expo. Please note the special circular on e-Badge below for your attention.

e-Badge would be introduced to upgrade exhibitor's and buyer's experience at the fair as well as support environmental protection.

Exhibitors and buyers are required to download the "HKTDC Marketplace" mobile App and complete registration, then login to retrieve e-Badge. When entering fairground, Bluetooth service of the mobile device must be enabled to obtain a "green tick" on the e-Badge and show to staffs for seamless fairground access.

All Exhibitor e-Badges of your booth can be redeemed through logging in the App with the contact email address of your Exhibitor Account. Please **redeem your own Exhibitor e-Badge** and assist your colleagues on the arrangements **before the move-in date (28 October)**.

Exhibitors are reminded that the Check-in counters are expected to be very busy on the move-in date, so you and your colleagues are **STRONGLY** recommended to redeem your Exhibitor e-Badge in advance so that you can **DIRECTLY** enter the fairground by showing your e-Badge upon arrival.

After the launch at Expo, more functions would be introduced in later stage. Based on the exhibitors' and buyers' needs and preferences, customised information in the "HKTDC Marketplace" App will be provided for exhibitors to connect with buyers and receive latest fair information and special offers at fingertips, providing convenience and all-rounded fair experience.

Should you have any questions, please feel free to call us on +852-1830668 or e-mail at [exhibitions@hktdc.org](mailto:exhibitions@hktdc.org) or contact the Hong Kong International Outdoor and Tech Light Expo team for further assistance。

Hong Kong Trade Development Council

## 特別通告 - 參展商及買家電子入場證

致參展商：

感謝貴司參與香港國際戶外及科技照明博覽。請留意以下有關電子入場證的特別通告。

現今流動技術日益普及，大會亦與時並進，於燈飾節推出參展商及買家電子入場證（e-Badge），期望提升展會體驗，同時響應環保。

參展商及買家只需下載香港貿發局商貿平台（HKTDC Marketplace）流動應用程式，完成登記後，便可索取電子入場證。進入會場時，先啟動藍牙，並向工作人員展示「綠剔」，即可進入會場。

參展商可預先換領所有參展商電子入場證（Exhibitor e-Badge），煩請於**進館日前（10月28日）安排換領您及貴司同事的參展商電子入場證（Exhibitor e-Badge）**。

由於我們預計「參展商登記進場櫃位」於進館日將會非常繁忙，因此**強烈建議您在進場前預先換領有關的參展電子入場證**，以便您可以在抵達時展示 e-Badge **直接進入展覽場地**。


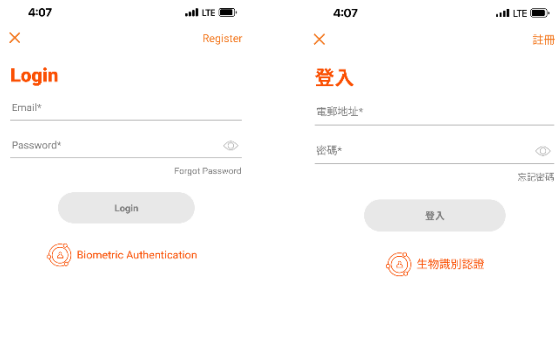

大會將逐步加入更多功能，稍後 App 能針對參展商及買家需求及喜好設定，提供個人化資訊；方便展商連繫目標買家，更容易獲取最新展會資訊及優惠，帶來更便捷及全面的展會體驗。

如有任何查詢，可以致電+852-1830668/透過電郵 [exhibitions@hktdc.org](mailto:exhibitions@hktdc.org) 或與香港國際戶外及科技照明博覽項目團隊聯絡。

香港貿易發展局

Please find the details about Exhibitor e-badge:

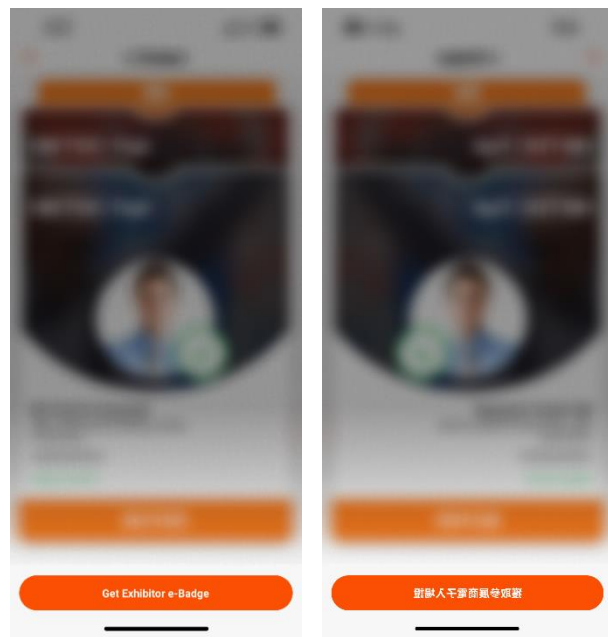
有關參展商電子入場證的詳情可參考：

<p><b>1. Download and install 'HKTDC Marketplace' Apps.</b></p> <p>下載並安裝“HKTDC Marketplace”應用程式。</p>	
<p><b>2. Login your Exhibitor Account with your registered email.</b> If you forgot your password, please use 'forgot password' button.</p> <p>使用您的註冊郵箱登錄參展商帳號。 如果您忘記密碼，請使用“忘記密碼”按鈕。</p>	
<p><b>3. Tap 'e-Badge' button.</b></p> <p>在主頁點擊橙色“電子入場證”按鈕。</p>	

**4. Select 'Get Exhibitor e-Badge' to redeem your e-badge.**

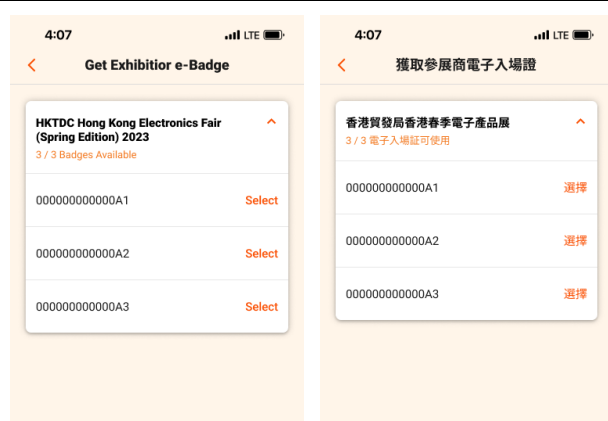
選擇“獲取參展商電子入場證”

以兌換您的電子工作證。



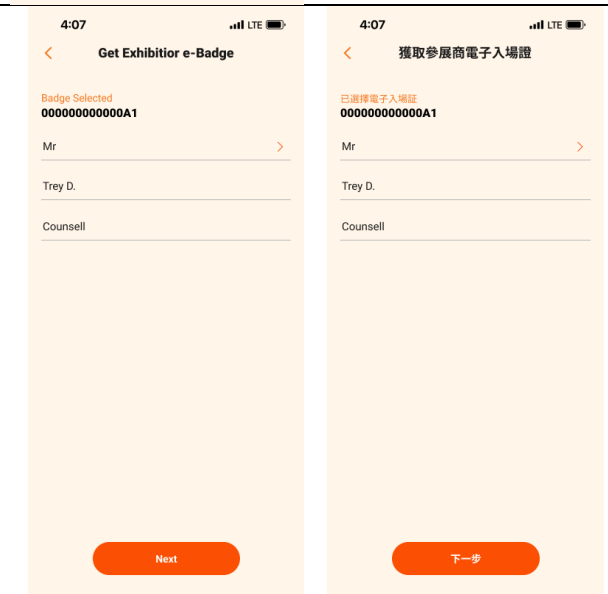
**5. Redeem the badge. Please note that each device (e.g. mobile phone) can only redeem one badge.**

兌換工作證。請注意，每台電子設備 (如手機) 只能兌換一個工作證。



**6. Input your name.**

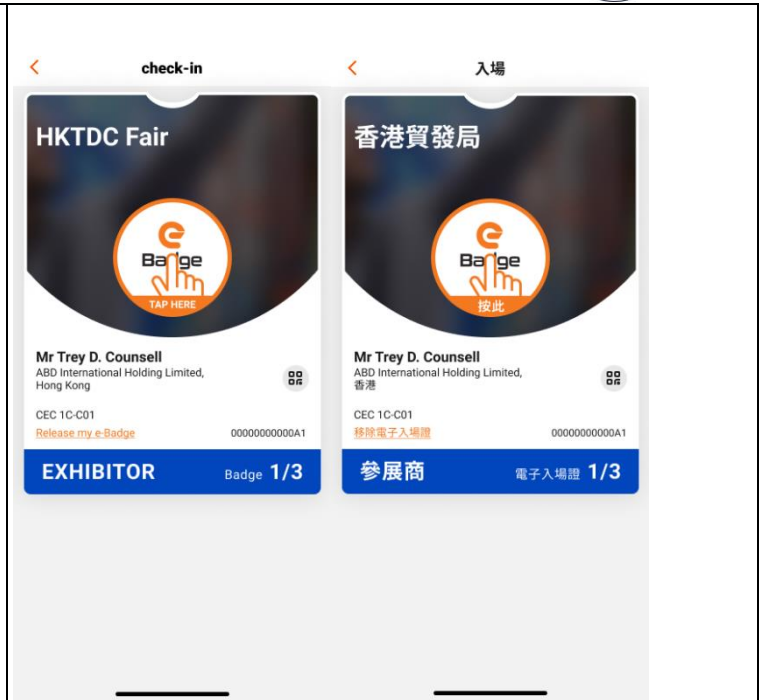
輸入您的名字。





**7. The Exhibitor e-Badge is now ready to use!**

參展商電子入場證現在可以使用了！



More details 如要了解更多資訊，請瀏覽: [http://tpwebapp.hktdc.com/fair/Multi\\_fairs/e-Badge/landing.html](http://tpwebapp.hktdc.com/fair/Multi_fairs/e-Badge/landing.html)

### Appendix 3

## Protection of Intellectual Property Rights at TDC Exhibitions

### Exhibitors' Brief

The Hong Kong Trade Development Council (referred to below as “TDC”, “Organizer”, “we”, “our” or “us”), the statutory body promoting Hong Kong’s international trade, is committed to fostering original design and safeguarding intellectual property rights.

We have on-the-spot procedures at our trade fairs for handling any complaint that a product on display infringes someone else’s intellectual property rights. These complimentary procedures are not the only way in which complainants can file complaints. Complainants can also file complaints with Hong Kong Customs and Excise Department and/or the Courts of Hong Kong.

These procedures, carried out with our on-call legal advisor, are designed to help establish whether there is a case to answer so that complaints may either be pursued or resolved promptly. Our legal advisors will be on-call during the opening hours of our trade fairs and will attend our office within a reasonable time upon notification by us to handle any complaint filed in accordance with the Exhibitor’s Brief. Our aim is as much to protect the rights of individual exhibitors to be promptly cleared of unfounded complaints as it is to uphold their obligation to respect the intellectual property rights of others.

In this respect, the attention of all exhibitors (“Exhibitors”) is drawn to Clause 43 of the conditions of participation, setting out rights and obligations of exhibitors at TDC exhibitions, which is set out below for ease of reference:

The Exhibitor warrants that the exhibits and packages thereof and the Publicity Material or any other part of the display on the Stand do not in any way howsoever violate or infringe any third party’s rights including all intellectual property rights including but not limited to trade marks, copyright, designs, names, and patents whether registered or otherwise. The Exhibitor agrees to fully indemnify the Organizer and its agents, representatives, contractors and employees against all costs, expenses and damages arising from any third party’s claim of infringements by the Exhibitor and/or the Organizer and/or the latter’s agents, representatives, contractors or employees of such third party’s rights.

The Exhibitor agrees that it shall comply with any “Exhibitors’ Brief on the Protection of Intellectual Property Rights at TDC Exhibitions” (“Exhibitors’ Brief”) that the Organizer may issue from time to time, including abiding by any complaint procedures and penalties stated in the Exhibitors’ Brief, whether as a Complainant of infringement of intellectual property right or as a party subject to any such complaint. If the Exhibitor fails or refuses to abide by any of the terms and conditions of the Exhibitors’ Brief, the Organizer shall have the sole and absolute discretion to ban the Exhibitor and any of its representatives, parent, associate, affiliated and/or subsidiary companies from any or all future TDC exhibitions and/or to further ban any representatives of the Exhibitor in question from entering the venue of the current TDC Exhibition in which the Exhibitor is participating.

If a complainant (“**Complainant**”) files a complaint with the Organizer in accordance with the Exhibitors’ Brief and requests the Organizer to take action against an Exhibitor, the Complainant agrees to hold the Organizer, its agents, representatives, contractors and employees (including but not limited to their Legal Advisors) harmless and to fully indemnify each and every one of them against any and all liabilities, losses, costs (including but not limited to legal costs), expenses and damages of any nature whatsoever incurred or suffered by any of them as a result of or however arising from any action that the Organizer, its agents, representatives, contractors or employees (including but not limited to their Legal Advisors) may take in reliance of or as result of such complaint filed by the complainant, or any other requests, directions or instructions made or given by the complainant pursuant to such complaint. The Complainant further agrees not to take any legal action or make any claim or demand against the Organizer, its agents, representative, contractors or employees (including but not limited to their Legal Advisors) in relation to such complaint and the alleged infringement of intellectual property rights.

## **Procedures**

1. If you have any complaint involving infringement of your intellectual property rights, this should be reported to the Fair Management Office, where it will be handled by HKTDC Fair Officials and the on-call Fair Legal Advisor engaged by HKTDC (the “**Fair Legal Advisor**”). The Fair Legal Advisor will be on-call during the opening hours of HKTDC’s trade fairs and will attend the HKTDC’s office within a reasonable time upon notification by the HKTDC to handle any complaint filed in accordance with the Exhibitor’s Brief.
2. If you receive a complaint at your booth, you should refer the Complainant to the Fair Management Office.
3. Both the documents attached to the Exhibitors’ Brief and the Legal Advisors on site will specify the kind of documents and other evidence necessary to support a complaint.
4. If the Legal Advisor is satisfied, on the basis of the documents provided, that the Complainant’s intellectual property rights are valid and have been infringed by the display of the Exhibitor’s product or material in dispute at the Fair, a TDC Fair Official will visit the booth involved.
5. The Fair Legal Advisor will also visit the HKTDC’s website ([www.hktdc.com](http://www.hktdc.com)) to check whether the product or any material in dispute is displayed on the said website. If so, the HKTDC has the sole and absolute discretion to disable the link or otherwise take down / remove the disputed product or material from the Organizer’s website in accordance with the HKTDC’s *Terms & Conditions for Printed Advertisement & Online Promotion* without further notice.
6. As Fair Organizer, TDC has the power to immediately take at least 3 photographs of the product or any material in dispute.

7. The Exhibitor will be asked to remove the product or material in dispute immediately from display and not to trade in it for the remainder of the Fair unless he/she can adduce evidence to show to the satisfaction of the Legal Advisors that he/she has the right to deal in such product or material. He/she will also be required to sign an undertaking immediately to this effect. A copy of the signed undertaking and one copy of the photograph will be given to the Complainant and the Exhibitor. A further copy of the signed undertaking together with one copy of the photograph will be retained by the TDC for its records.
8. If the TDC is notified by the Customs and Excise Department that it is investigating possible violation of copyright and/or trademark by an Exhibitor at the Fair, the Exhibitor will be required to immediately remove the product or material which is under investigation for the remainder of the Fair.
9. If the Exhibitor fails or refuses to co-operate with TDC under paragraphs 6 and/or 7 and/or 8 above, TDC shall have the right and power, in its sole and absolute discretion, to ban the Exhibitor and any of its representatives, parent, associate, affiliated and/or subsidiary companies, from any or all future TDC exhibitions.
10. TDC staff will visit any booth in respect of which a complaint has been received and accepted by TDC's Legal Advisors, in order to reconfirm that the disputed product or material is no longer on display and is not being traded. If the Exhibitor is found to have breached its undertaking not to display or deal with the product or material in dispute during the remaining period of the Fair, TDC shall have the right and power, at its sole and absolute discretion, to immediately terminate the right of participation in the Fair in question of the Exhibitor and any of its representatives, parent, associate, affiliated and/or subsidiary companies without any refund of the participation fee already paid, and to ban the Exhibitor and any of its representatives, parent, associate, affiliated and/or subsidiary companies from any or all future TDC exhibitions

### **Penalties**

An Exhibitor and/or any of its representatives, parent, associate, affiliated and/or subsidiary companies may, in the sole and absolute discretion of the TDC, be banned from any or all future participation in TDC exhibitions if:

- a. after TDC has received and accepted a complaint against the Exhibitor, the Exhibitor fails or refuses to:
  - allow TDC to immediately take 3 photographs of the product or material in dispute;
  - sign an undertaking immediately in favour of TDC in a form provided by TDC, indicating its decision whether to remove or continue to display the product or material in dispute;

OR

- b. if the Exhibitor refuses to remove from display the product or material in dispute and a legal action brought against the Exhibitor in relation to the display of the product or material in dispute is upheld by a Court in Hong Kong, notwithstanding that the Exhibitor has signed an undertaking in favour of TDC and allowed TDC to take photographs of the product or material in dispute during the Fair;

OR

- c. the Exhibitor removes the product or material in dispute immediately from display and signs an undertaking provided by TDC not to display or deal with any such item for the rest of the Fair period, but is subsequently found to be in breach of such an undertaking; in which case the TDC shall, in addition, be entitled to immediately terminate the Exhibitor's right of participation for the rest of the Fair period without refund of any participation fee already paid by the Exhibitor;

OR

- d. there are two or more court rulings from a Court in Hong Kong against the Exhibitor confirming its infringement of intellectual property rights of any Complainant(s) during two consecutive fair periods, notwithstanding that the Exhibitor has cooperated with TDC during the Fairs by removing the disputed product or material from display;

OR

- e. within two consecutive fair periods there are four or more valid complaints filed against the same exhibitor and which have been accepted by the Legal Advisors:
- by more than one complainant in respect of different intellectual property rights; or
  - by the same complainant in respect of different products or material items

OR

- f. the Exhibitor is accused or convicted of any criminal offence relating to infringement of intellectual property rights or violation of intellectual property-related laws and regulations.

### **Penalties for intellectual property-related criminal offences**

#### Copyright Ordinance (Chapter 528 the Laws of Hong Kong)

It is a criminal offence to make or deal in articles that infringe copyright. The Copyright Ordinance sets out in detail the different activities that constitute criminal offences. A person who commits such a criminal offence is liable to a fine of HK\$50,000 in respect of each infringing copy and to 4 years' imprisonment or a fine of HK\$500,000 and 8 years' imprisonment depending on the type of infringing activity carried out.

#### Trade Descriptions Ordinance (Chapter 362 the Laws of Hong Kong)

Under the Trade Descriptions Ordinance, any person who:-

- (i) applies a false trade description to any goods, or any service supplied or offered to be supplied to a consumer;
  - (ii) supplies or offers to supply any goods, or any services to consumers, to which a false trade description is applied; or
  - (iii) has in his possession for sale, or for any purpose of trade or manufacture, any goods to which a false trade description is applied
- commits a criminal offence.

Further, any person who forges any registered trade mark or falsely applies to any goods any trade mark so nearly resembling a registered trade mark as to be calculated to deceive also commits a criminal offence.

Further, any person who engages in relation to a consumer any unfair trade practices (including but not limited to any commercial practice that is a misleading omission, or is aggressive, or constitutes bait advertising, bait and switch, or wrongly accepting payment) also commits a criminal offence.

Any person who commits such an offence under the Trade Descriptions Ordinance may be liable -

- a. on conviction on indictment, to a fine of \$500,000 and to imprisonment for 5 years; and
- b. on summary conviction, to a fine of \$100,000 and to imprisonment for 2 years.

## Documents Required as Evidence of Subsistence and Ownership of Intellectual Property Rights

### A. Copyright

**Option 1:** An affidavit of copyright ownership and subsistence made by the owner of the copyright work pursuant to Section 121 of the Copyright Ordinance (Cap. 528 of Laws of Hong Kong) - for reference purposes, a template affidavit is available for download at: [\[http://tpwebapp.hktdc.com/fair/Multi\\_fairs/pdf/Copyright/2.pdf\]](http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/2.pdf)

OR

**Option 2:** If the Complainant owns and provides its original evidence for all of the below items 4-6 as evidence, and provide information and evidence of all of the following:-

1. date and place that the copyright work was first made or first published;
2. name of the author of the copyright work;
3. name of the owner of the copyright work;
4. original copyright work (e.g. design drawings, sketches, etc) - **NOTE:** copies, including photocopies or computer copies will not be accepted;
5. original evidence on proof of ownership of the copyright work - for example, in the event the author of the copyright work is an employee of the Complainant, that employee's contract of employment; or in the event the author of the copyright work is not the Complainant nor its employee, copyright assignment evidencing the assignment of copyright from the author to the Complainant; and
6. original evidence of the date of (i) the first sale of the product/article to which the copyright work relates (e.g. invoices, shipping documents, etc) or (ii) the first publication of the copyright work, and such evidence must clearly identify the product/article in question

For any complaint made under Option 2, complainants will also be required to complete, provide and confirm all the above information and evidence in a standard-form checklist (which is available for download at [\[http://tpwebapp.hktdc.com/fair/Multi\\_fairs/pdf/Copyright/1.pdf\]](http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/1.pdf) or to be provided by TDC at the time of the complainant's filing of the complaint). If any of the required information and/or evidence is missing or otherwise incomplete, or if any of the information and/or evidence provided are, in TDC's opinion, unreliable, conflicting, false or inaccurate in any manner, the relevant complaint will not be processed or will be rejected.

### B. Trade Mark

1. Original or certified copy of a valid Certificate of Registration of Trade Mark in **Hong Kong** including any renewal certificates or proof of renewal (**NOTE:** foreign registrations will not be accepted).

C. Registered Design

1. Original or certified copy of a valid Certificate of Registration of Design in **Hong Kong** including any renewal certificates or proof of renewal (**NOTE**: foreign registrations will **not** be accepted).

D. Patent

1. Original or certified copy of a valid Certificate of Grant of Patent in **Hong Kong** including any renewal certificates or proof of renewal (**NOTE**: foreign registrations will **not** be accepted); and
2. A written opinion from the complainant's Hong Kong patent agent or legal advisor that the Hong Kong patent is valid and infringed by the display of the Exhibitor's product or material in dispute during the Fair with clear and specific reference to the alleged infringing product in question.

And any other evidence that the Legal Advisor may require depending on the specific facts of the case.

\* The Organiser reserves the right to amend any contents in the Exhibitor's Brief (including without limitation the documents required for filing a complaint) at any time without prior notice.

## 香港貿易發展局展覽會保護知識產權措施：參展商須知

香港貿易發展局 (以下簡稱為「**本局**」、「**主辦機構**」) 是專責促進香港對外貿易的法定機構，對於推動原創設計以及保護知識產權不遺餘力。

本局訂有一套處理展覽現場侵權投訴的程序，並聘法律顧問，以確定侵權投訴是否理據充足，協助有關方面決定採取進一步行動抑或從速解決糾紛。本局於展覽會開放期間備有法律顧問候命，如投訴人/參展商根據參展商須知向本局作出侵權投訴，本局之法律顧問將於收到本局有關通知後的合理時間內抵達本局之辦事處協助處理有關投訴。這些免費的投訴程序不是投訴人唯一的投訴方法，投訴人也可以向香港海關和/或香港法院提出投訴。

訂定這套程序的目的，是提醒參展商尊重他人的知識產權，並同時盡快澄清無理投訴以保障參展商的權益。

茲促請所有參展商 (「**參展商**」)，必須遵守貿易發展局展覽會參展規則第 43 項有關參展商權利與責任的條款，內容如下：

參展商保證展品及產品包裝，以及宣傳品或攤位的任何展示部分，在任何各方面均沒有違反或侵犯任何第三者的權利，包括所有知識產權，其中包括但不限於已註冊或未註冊的商標、版權、外觀設計、名稱及專利；並同意悉數賠償主辦機構以及其代理、代表、承包商和僱員因第三者指控參展商及/或主辦機構及/或後者的代理、代表、承包商和僱員侵權而招致的費用、開支及索償。

參展商，無論是投訴他人侵權或被人指控侵權者，同意遵守主辦機構不時發出的任何《香港貿易發展局展覽會保護知識產權措施：參展商須知》 (「**參展商須知**」)，包括其中所列的處理投訴程序和侵權罰則。假若參展商違反或拒遵守《參展商須知》的任何條款及條件，主辦機構有唯一及絕對酌情權禁止參展商及其任何代表、母公司、有聯繫公司、相關聯公司及/或附屬公司參加香港貿易發展局以後舉辦的任何或所有展覽會，及/或進一步禁止其代表進入參展商當時正在參展的展覽會場。

假若有投訴人 (「**投訴人**」) 按照《參展商須知》向主辦機構提出投訴，並要求主辦機構對其他參展商採取行動，投訴人必須同意免除主辦機構以及其代理、代表、承包商和僱員 (包括但不限於所述各方的法律顧問) 的所有責任，同時悉數賠償上述各方由於依據有關投訴或有關投訴人所作出的其他要求、指示或指令而採取的行動所招致的任何責任、損失、費用 (包括但不限於法律費用)、開支和賠償；投訴人並同意不會就有關投訴及被指控侵權事件對主辦機構以及其代理、代表、承包商或僱員 (包括但不限於所述各方的法律顧問) 採取任何法律行動、或提出任何索償或要求。



## 處理投訴程序

1. 假若閣下欲提出有關侵犯閣下知識產權的投訴，請向主辦機構辦事處報告，本局的負責人員以及候命的法律顧問(「法律顧問」)將會處理有關投訴。法律顧問將於展覽會開放期間候命，如投訴人/參展商根據參展商須知向本局作出侵權投訴，法律顧問將於收到本局有關通知後的合理時間內抵達主辦機構辦事處協助處理有關投訴。
2. 假若閣下在攤位被人指控侵權，應轉介有關投訴到主辦機構辦事處提出投訴。
3. 隨附《參展商須知》的資料文件以及法律顧問，均會指明侵權投訴所需的文件及其他證據。
4. 假若法律顧問根據投訴人提供之文件，認為投訴人之知識產權有效，而且被有關參展商之展品或物品侵權，本局負責人員會前往涉嫌侵權參展商攤位處理該投訴。
5. 法律顧問亦會檢查有關涉嫌侵權展品或任何具爭議的物品有否於本局的網站([www.hktdc.com](http://www.hktdc.com))上顯示。若有該等發現，本局有全權絕對酌情決定權根據本局之網上推廣條款及條件 停止顯示涉嫌侵權的產品之連結或以其他方式從本局的網站取下/刪除涉嫌侵權的展品以及其有關物品，恕不作另行通知。
6. 本局作為主辦機構，有權即時為涉嫌侵權展品或任何具爭議的物品拍照最少三張。
7. 除非有關參展商能提出使法律顧問認為滿意的證據顯示其有權經營該等涉嫌侵權的展品或物品，否則會被要求立即收回有關產品或物品以及不得在展覽會舉行期間經營所涉產品，同時須立即簽字作出承諾，而承諾書副本及一張相片則會交予被投訴人及有關參展商。本局會保留一份承諾書副本及一張相片作為紀錄。
8. 假若本局獲悉有參展商因涉嫌侵犯版權及/或商標而被香港海關調查，本局將要求該參展商立即收回所涉產品或物品。
9. 假若有關參展商拒絕合作或違反上述第 6 及/或第 7 及/或第 8 項條款，本局有權利及權力，按其唯一及絕對之酌情權，禁止該等參展商及其任何代表、母公司、有聯繫人士、相關聯公司及/或附屬公司參加本局以後舉辦的任何或所有展覽會的權利。
10. 本局職員會定期到法律顧問認為涉嫌侵權的攤位視察，以確保有關參展商不再展示或經營所涉產品或物品。假若發現參展商違反承諾，本局有權利及權力，按其唯一及絕對酌情權，即時取消該等參展商及其任何代表、母公司、有聯繫公司、相關聯公司及/或附屬公司的參展資格，毋須退還已收取的參展費，並禁止其及其任何代表、母公司、有聯繫公司、相關聯公司及/或附屬公司參加本局以後舉辦的任何或所有展覽會。

## 侵權處罰

本局有唯一及絕對酌情權就下列任何其中一種情況，決定是否禁止參展商及/或任何其他代表、母公司、有聯繫公司、相關聯公司及/或附屬公司參加本局以後舉辦的任何或所有展覽會：

1. 在本局受理的侵權投訴中，涉嫌侵權的參展商沒有或拒絕：
  - 立即讓本局職員為涉嫌侵權的產品或物品拍三張照片；或
  - 應本局要求立即簽署本局提供的承諾書，註明是否願意收回或是決定繼續展示有關展品或物品。
2. 參展商雖然應本局要求簽署承諾書及讓本局職員為涉嫌侵權的展品或物品拍照，但拒絕收回涉嫌侵權的展品或物品，及有關展品或物品其後被香港法庭裁定侵權。
3. 參展商雖然立即收回涉嫌侵權的展品或物品，並簽字承諾在展覽會舉行期間不再展示或經營所涉產品，但其後被發現違反承諾。在此情況下，本局有權即時取消有關參展商的參展資格，同時毋須退還已收取的參展費。
4. 參展商雖然在展覽會舉行期間與本局合作收回涉嫌侵權的展品或物品，但遭香港法庭最少兩度裁定在連續兩屆展覽期中侵權。
5. 參展商在連續兩屆展覽會中，被超過一名投訴人就不同的知識產權或被同一名投訴人就不同產品或物品的權利作出四宗或以上的侵權投訴，而該等投訴均為駐場法律顧問所接納。
6. 參展商被控或被判觸犯任何有關侵犯知識產權或違反知識產權有關法律或法規之罪行。

### 有關知識產權刑事罪行之刑罰

#### 版權條例 (香港法例第 528 章)

任何人製造或處理侵犯版權之物品即屬犯罪。版權條例已詳細列明可構成該等刑事罪行之各類行為。任何干犯有關罪行之人士可就每份侵犯版權複製品被處罰款港幣五萬元及監禁四年或處罰款港幣五十萬元及監禁八年，視乎有關行為之性質而訂。

#### 商品說明條例 (香港法例第 362 章)

根據商品說明條例，任何人士：

- (i) 將虛假商品說明應用於任何貨品或應用於向消費者提供或要約提供的服務;
- (ii) 供應或要約供應已應用虛假商品說明的貨品、或向消費者提供或要約提供已應用虛假商品說明的服務;或
- (iii) 管有任何已應用虛假商品說明的貨品作售賣或任何商業或製造用途，即屬犯罪。

再者，任何人如偽造任何註冊商標或將任何商標或任何與某一商標極為相似而相當可能會使人受欺騙的商標以虛假方式應用於任何貨品，亦屬犯罪。

另外，任何商戶如就任何消費者作出任何不良營商手法（包括但不限於任何屬誤導性遺漏的營業行為、具威嚇性的營業行為、構成餌誘式廣告宣傳的營業行為、構成先誘後轉銷售行為的營業行為、或構成不當地就產品接受付款的營業行為），即屬犯罪。

任何干犯商品說明條例中有關罪行之人士可被：

- a. 一經循公訴程序定罪，可被處罰款港幣五十萬元及監禁五年；及
- b. 一經循簡易程序定罪，可被處罰款港幣十萬元及監禁兩年。

## 證明知識產權的存在及擁有權的所需文件

## A. 版權

**途徑 1:** 版權作品的版權擁有人根據香港法例第 528 章《版權條例》第 121 條所作出證明其版權的存在及擁有權之誓章 - 誓章之樣本可於以下網頁下載，以供參考：

[http://tpwebapp.hktdc.com/fair/Multi\\_fairs/pdf/Copyright/2.pdf](http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/2.pdf)

或

**途徑 2:** 若投訴人為版權擁有人並能提供下列第 4-6 項證據的正本作舉證，投訴人需提交下列所有的資料及證據：

1. 作品的首次創作或首次出版的日期和地點；
2. 作品的作者名稱；
3. 作品的擁有者名稱；
4. 版權作品的原作正本，例如設計圖樣及草圖等 - **註**：任何副本，包括影印本或電腦印列本，均不接受；
5. 作品擁有權證明的正本。倘若有關作品的作者是投訴人的僱員，則須提供僱聘合約；或倘若有關作品的作者並非投訴人或投訴人的僱員，則須提供證明作者向投訴人轉讓版權的版權轉讓書；及
6. 發票、貨運文件或其他文件的正本，而該等文件可證明(1)首次出售有關該版權作品保護之產品或物品之日期，或 (2)首次發布有關版權作品之日期，而該證據必須清楚指明該產品/物品。

以途徑 2 作出之投訴，本局將向投訴人提供一份文件證據清單，而投訴人需要在該清單填寫、提供及確認上述所有資料及證據。證據清單可於以下網頁下載 [http://tpwebapp.hktdc.com/fair/Multi\\_fairs/pdf/Copyright/1.pdf](http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/1.pdf) 或於呈交投拆時向本局索取。若缺少任何資料及/或證據、或任何資料及/或證據不完整、或倘若本局認為任何提交之資料及/或證據為不可信、具任何矛盾、虛假或不準確的情況，有關投訴將不被處理或將被拒絕。

## B. 商標

1. 有效的香港商標註冊證書正本或核證副本，包括續期證書或證明 (**註**：任何非香港的註冊均不接受)。

## C. 外觀設計

1. 有效的香港外觀設計註冊證書正本或核證副本，包括續期證書或證明 (**註**：任何非香港的註冊均不接受)。

#### D. 專利

1. 有效的香港專利權證書正本或核證副本，包括續期證書或證明 (註：任何非香港的註冊均不接受)；及
2. 由投訴人之專利代理或法律顧問發出之書面意見書，清楚指明有關涉嫌侵權之展品或物品的詳情，並證明投訴人於香港之專利權有效，而且被有關參展商之展品或物品侵權。

以及任何由法律顧問因應實際情況要求提供的任何其他證據。

\* 本局保留隨時更改參展商須知內的任何內容（包括但不限於提出投訴的所需文件）的權利，並無需另行通知。

**Circular (4) - Exhibitors' Manual & Order Forms Electronic Version**

To protect our environment by reducing the use of papers, the Hong Kong Trade Development Council already switched using **electronic versions** of the below documents:

- i. Exhibitors' Circular
  - Exhibitors' Circular includes important fair information which requires your attention.
- ii. Exhibitors' Manual
  - Outlines details of the exhibition and will assist you in preparing your participation in the Fair.
- iii. Order Forms for Additional Facilities and Services
  - Lists the additional facilities and services you can book to assist your exhibition.
  - **Surcharge will be imposed to application after deadline.**

From now on, you can simply go to the "Exhibit → Resources Centre" Section at our fair website <https://www.hktdc.com/event/hkotlexpo/en> and download these documents easily.

Should you have any queries regarding this issue of e-Exhibitors' Manual and e-Order Forms, please feel free to contact us.

**通告(4) 參展商手冊、額外設施及服務申請表格電子版本**

為保護環境、減少消耗紙張，香港貿易發展局已將下列文件改用為電子版本：

- i. 展會通告
  - 展會通告刊載了今屆展覽的重要資料，請參展商特別留意
- ii. 參展商手冊
  - 詳細刊載了今屆展覽的有關資料，對 貴公司籌備參展甚有幫助
- iii. 額外設施及服務申請表格
  - 列明 貴公司可申請使用之額外設施及服務，以協助 貴公司參展
  - **截止日期後之申請將會收取附加費用**

現在，閣下可於本局展覽網站 <https://www.hktdc.com/event/hkotlexpo/en> 的參展資訊 → 資訊中心”內下載以上檔案之電子版本，簡便快捷。

如有任何查詢，請隨時與本局聯繫。

## Circular (5) – Move-in & Move-out Schedule

	CUSTOM-BUILT PARTICIPATION	STANDARD / PREMIUM BOOTH
Booth Construction	27 October 2:00pm – 10:00pm 28 October 9:00am – 1:00pm	N/A
Booth Decoration	28 October 11:00am – 8:00pm All booths must be fully decorated by 8pm	
Move-In Exhibits	28 October (Please refer to schedule as printed on the Vehicle Pass)	
Move-Out Exhibits	1 November (Please refer to schedule as printed on the Vehicle Pass)	
Termination of Booth Electricity	29 – 31 October 7:30pm 1 November 6:30pm	
Booth Dismantling including Additional Lighting	1 November 6:30 pm– 12:00midnight	N/A

### Exhibitors' Access

To allow preparation work for exhibitors during event period, the exhibition halls will open for exhibitors at 9:00am. **All exhibitors are reminded to wear exhibitors' badges when entering the exhibition hall. No exhibitors under 18 will be admitted.**

### Over-time Penalty claimed by AsiaWorld-Expo (AWE)

Exhibitors and/or their appointed contractors shall follow the move-in/out schedule. If the exhibitors or their appointed contractors work after 2400hrs on Oct 27, 28 Oct and 1 Nov, 2024, they shall pay to the Organiser the over-time penalty claimed by AWE against the Organiser. The rate of the over-time penalty for individual hall is listed on section 4.2.4.

Please contact Ms. Jane Shek on (852) 2240 4134 / Mr. Jackie Tam on (852) 2240 4222 if you have questions.

## 通告(5) - 進場及離場時間表

	特裝參展用戶		標準 / 特級攤位用戶
攤位搭建	10月27日 10月28日	下午2時至晚上10時 上午9時至下午1時	不適用
攤位佈置	10月28日	上午11時至下午8時 所有攤位佈置必須於下午8時前完成	
展品進場	10月28日	(請依照車輛通行證上的時間)	
展品離場	11月1日	(請依照車輛通行證上的時間)	
終止攤位電源	10月29至31日 11月1日	下午7時半 下午6時30分	
攤位拆卸 包括照明裝置	11月1日	下午6時半至午夜12時	不適用

### 進場守則

為方便參展商在展覽開放前作好一切準備，展覽場館將在展覽期間上午9時開放。參展商於進入展覽場館時必須佩戴工作證，參展商如未滿十八歲均不准進場。

### 亞洲國際博覽館徵收超時罰款

參展商及/或其委託之承建商必須遵守進場及離場時間表。假若參展商或其委託之承建商於2023年10月27、28及11月1日午夜12時後進行工作，必須向主辦機構繳交由亞洲國際博覽館向主辦機構徵收的超時罰款。各展覽廳的超時罰款額列載於第4節4.2.4條。

如有任何疑問，請與石津小姐電話：(852) 2240 4134 或譚家樑先生電話：(852) 2240 4222 聯絡。



## Circular 6 – Use of Badges and Vehicle Permits

### **(A) Use of Badges**

In a bid to step up the security at the fairground, access to the venue has been tightened. Only badge holders are allowed to enter the exhibition area. Exhibitors, contractors and transportation workers must wear proper badges to enter the fairground during the move-in and move-out periods.

### **(B) Use of Vehicle Pass**

One Vehicle Pass will be issued to each exhibitor for entering the loading/unloading area of AsiaWorld-Expo on the move-in day and move-out day (i.e. 28 October and 1 November). The permit must be displayed on the windscreen to facilitate inspection and is only valid for use at the specified date and time indicated on the permit. The maximum loading/unloading time is 45 minutes (Please refer to the below charge scheme for details).

All vehicles without this Vehicle Pass will be denied admittance into AsiaWorld-Expo.

### **(C) Conditions**

1. With an aim to alleviate traffic congestion due to high usage of loading/unloading facilities, according to the regulations of AsiaWorld-Expo, the free-of-charge loading/unloading time during the event period is limited to 45 minutes (the charges imposed by AsiaWorld-Expo on vehicles with extended stay is shown on the table below)
2. All vehicles must have an electric platform (tail lift) to unload the goods.
3. The Vehicle Pass is not transferable.
4. Photocopies and other copies of the Vehicle Pass are not valid.
5. AsiaWorld-Expo or an authorised person has the right to refuse entry of the vehicle with this Vehicle Pass without prior notice.
6. The Vehicle Pass is not suitable for parking purpose and is not valid for private cars.
7. All drivers must stay inside the vehicles at all times.

\* **The Vehicle Permit is valid for 7-seater Private Vehicle. Loading and unloading time limit for 7-seater Private Vehicle is 30 minutes. Goods vehicles (including 7-seater Private Vehicle are NOT allowed to enter the East & West Entrance.)**

AsiaWorld-Expo will impose charges on vehicles with extended stay 28 October and 1 November. The charges are as follows:

**Free-of-charge loading and unloading time: Limited to 45 minutes.**

(\*For vehicles of 8 tons or above, maximum loading and unloading time is extended to 90 mins)

#### **Charges for Overtime**

**1st hour or part thereof : HK\$300**

**Every subsequent hour or part thereof : HK\$500**

**Lost Ticket : HK\$1000**

Please contact the Organisers for any further inquiries. Thank you for your cooperation.

## 通告 6 – 工作證及車輛許可證之使用

### (一) 工作證之使用

為提升展覽會場之保安，主辦機構將加強對進出會場人員之檢查。唯持有有效工作證件之人士方可進出展覽會場。參展商、承建商及運輸工人均需佩帶有關工作證，方可於展品進場及離場時間進入會場。

### (二) 車輛許可證之使用

每間參展商均會獲發一張車輛許可證，方便於展品進場日及離場日(即 10 月 28 及 11 月 1 日)進入亞洲國際博覽館之裝卸區。此證必須貼於 貴公司所派貨車之擋風玻璃上，並只適用於許可證上指定之日期及時間。上落貨時限為 45 分鐘(詳情請留意下列收費計劃)。

沒有此許可證之貨車一概不准進入亞洲國際博覽館。

### (三) 車輛許可證之使用守則

1. 為有效紓緩當日貨物裝卸區交通緊張的情況，根據亞洲國際博覽館的規定，免費上落貨時限為 45 分鐘。(亞洲國際博覽館實施的超時收費如下表)。
  2. 載貨車輛必須附有電動升降台(尾板)。
  3. 此證不得轉讓他人使用。
  4. 此證之影印副本及其他副本均一律無效。
  5. 場館或授權人士可在沒有預先通知的情況下，拒絕持有此證之車輛進入。
  6. 此證並非泊車證，亦不適用於私家車。
  7. 司機必須留在車上。
- \* 車輛許可証可供七人私家車使用，上落貨時限為 30 分鐘，載貨用途之七人私家車嚴禁進入東面及西面入口。

亞洲國際博覽館將於 10 月 28 及 11 月 1 日實施進場車輛使用時間收費計劃。有關收費如下：

#### 免費上落貨時限 45 分鐘

(8 噸以上的載貨車輛上落貨時限 90 分鐘)

#### 超時收費如下



首一小時或不足一小時	:	港幣 300 元
其後每小時或不足一小時	:	港幣 500 元
遺失進場計時咭(每張/每日)	:	港幣 1000 元

如有查詢，請與主辦機構聯絡。多謝各參展商之合作。

## Circular 7 – Safety Regulation on the Use of Trolleys

For safety reasons, the AsiaWorld-Expo (AWE) will implement the following measures to restrict the movement of oversized exhibits or goods outside the exhibition halls:

1. The maximum size of exhibits or goods that can be hand-carried out of the exhibition hall is **81cmH x 56cmW x 33cmD**. Safety checkpoints will be set up at all hall entrances; any exhibits, goods and luggage exceeding the aforementioned size will **NOT** be allowed to move through the hall entrances during the event period.
2. Exhibitors will **NOT** be allowed to use any wheeled equipment (including but not limited to trolley, hand-cart, platform cart, pallet truck and wheelbarrow) in **all public circulation areas** outside of the exhibition halls and designated loading areas (including hall concourses, escalators and passenger elevators) during move-in and move-out period. Trolley travel cases / travel bags that can be hand-carried safely are exempted from this rule. Please refer to the following examples:

Allowed ✓	Not Allowed ✗	
		<p><b>(Note to Exhibitors: Please inform your buyers of the above Rules &amp; Measures if they will carry samples/ exhibits away from the event)</b></p>


3. If the exhibition venue is too crowded, the Organiser reserves the rights to stop exhibitors from using trolleys and to follow additional safety measures.
4. For exhibits move-in and move-out of the exhibitor venue, exhibitors are recommended to appoint professional forwarders to provide the transportation service.

\* Please note that there will be NO trolley rental service at the fairground.

## 通告 7 – 使用手推車安全細則

基於安全理由，亞洲國際博覽館將執行以下措施，限制參展商手提大型展品或貨物從展覽廳正門進出，敬請各參展商留意：

- 1) 於展會開放期間，所有超出 81 厘米(高) x 56 厘米(闊) x 33 厘米(深)的手提物品，包括展品、貨物或行李，一律不可在各展覽廳之正門或使用卸貨區場。屆時將有會展保安人員在各展覽廳正門及卸貨區檢查各參展商進出之物品大小。
- 2) 參展商不可在會場內的公共通道和指定裝卸區(包括：大堂、自動電梯和客用升降機)上使用任何板車、手推車或唧車等工具車來運送展品或貨物從各展覽廳正門或大堂離場。但符合上述大小限制的有滑輪之行李箱或旅行袋則可豁免。請參考下列圖例：

准許使用 ✓	不准使用 ✗	
		<p><b>參展商請注意：</b>如 貴公司的買家需攜帶任何展品/樣本/貨物離開展館，參展商必須通知及提醒他們以上有關措施。)</p>

- 3) 主辦機構有權視乎展覽場地之情況要求參展商停止使用手推車或遵守額外之安全措施。
- 4) 參展商如需搬運貨物進館及撤館，建議聘用專業貨運代理提供有關服務。

\* 請留意展覽會現場不設手推車租借服務。

**Circular 8 – Access to AsiaWorld-Expo**

Free shuttle bus service to and from Hong Kong International Outdoor and Tech Light Expo.

Pick-up Locations	29 Oct – 1 Nov	2 Nov
<b>Route 1:</b> <b>Hung Hom &amp; Tsim Sha Tsui</b> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> stop: Hung Hom - MTR Station Exit C2 (Lay-by under the footbridge connecting Fortune Metropolis)</li> <li>• 2<sup>nd</sup> stop: Tsim Sha Tsui - 10 Middle Road (near the Post Office)</li> </ul>	8:30am – 3:30pm (every 30 mins)	8:30am – 2:30pm (every 30 mins)
Pick-up Locations	29-30 Oct	
<b>Route 2:</b> <b>North Point &amp; Causeway Bay &amp; Admiralty</b> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> stop: North Point - Harbour North mall (opposite to Ibis North Point)</li> <li>• 2<sup>nd</sup> stop: Causeway Bay - The Park Lane Hong Kong</li> <li>• 3<sup>rd</sup> stop: Admiralty - Admiralty Centre (MTR Admiralty Station Exit A)</li> </ul>	8:30am – 3:30pm (every 30 mins)	
Pick-up Locations	31 Oct – 1 Nov	2 Nov
<b>Route 3:</b> <b>North Point &amp; Causeway Bay &amp; Wan Chai &amp; Admiralty</b> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> stop: North Point - Harbour North mall (opposite to Ibis North Point)</li> <li>• 2<sup>nd</sup> stop: Causeway Bay - The Park Lane Hong Kong</li> <li>• 3<sup>rd</sup> stop: Wan Chai - 25 Harbour Road (adjacent to Great Eagle Centre)</li> <li>• 4<sup>th</sup> stop: Admiralty - Admiralty Centre (MTR Admiralty Station Exit A)</li> </ul>	8:30am – 3:30pm (every 30 mins)	8:30am – 2:30pm (every 30 mins)
Pick-up Locations	29-30 Oct	
<b>Route 4: Wan Chai</b> Hong Kong Convention and Exhibition Centre	9am – 3:30pm (every 30 mins)	

Drop-off Locations	29 Oct – 1 Nov	2 Nov
<b>Route 1:</b> <b>Tsim Sha Tsui &amp; Hung Hom</b> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> stop: TST 10 Middle Road (near the Post Office)</li> <li>• 2<sup>nd</sup> stop: HH MTR Station Exit C2 (Lay-by under the footbridge connecting Fortune Metropolis)</li> </ul>	1pm – 6:30pm (every 30 mins)	1pm – 6pm (every 30 mins)
Drop-off Locations	29 - 30 Oct	
<b>Route 2:</b> <b>Admiralty &amp; Causeway Bay &amp; North Point</b> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> stop: Admiralty - Admiralty Centre (MTR Admiralty Station Exit A)</li> <li>• 2<sup>nd</sup> stop: Causeway Bay - The Park Lane Hong Kong</li> <li>• 3<sup>rd</sup> stop: North Point - Harbour North mall (opposite to Ibis North Point)</li> </ul>	1pm – 6:30pm (every 30 mins)	
Drop-off Locations	31 Oct – 1 Nov	2 Nov
<b>Route 3:</b> <b>Admiralty &amp; Wan Chai &amp; Causeway Bay &amp; North Point</b> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> stop: Admiralty - Admiralty Centre (MTR Admiralty Station Exit A)</li> <li>• 2<sup>nd</sup> stop: Wan Chai – 25 Harbour Road (adjacent to Great Eagle Centre)</li> <li>• 3<sup>rd</sup> stop: Causeway Bay - The Park Lane Hong Kong</li> <li>• 4<sup>th</sup> stop: North Point - Harbour North mall (opposite to Ibis North Point)</li> </ul>	1pm – 6:30pm (every 30 mins)	1pm – 6pm (every 30 mins)
Drop-off Locations	29-30 Oct	
<b>Route 4: Wan Chai</b> Hong Kong Convention and Exhibition Centre	1pm – 6:30pm (every 30 mins)	

- The timetable will be subject to change according to the traffic condition. The Organisers reserve the final right to change the schedule without prior notice.
- The actual parking position will be slightly adjusted depending on the road conditions.
- Shuttle Bus Service is for the use of **registered exhibitors and trade buyers** to the Fairs only. Other visitors and any person under age 18 are not allowed to use the service.
- This service is provided for passengers only and not for transportation of goods. Hand baggage which exceeds 56cm X 36cm X 23cm will not be allowed to carry onboard. The Organisers have sole discretion to deny access to the bus service.
- Please take care and safeguard your own personal belongings. The Organisers will not be responsible for any loss or damage to personal belongings.
- Seating is provided on a first-come-first-serve basis. For enquiries, please contact HKTDC customer service hotline at (852) 1830668.

**通告(8) - 前往亞洲國際博覽館 (展會期間)**

香港國際戶外及科技照明博覽之參觀人士可尊享免費穿梭巴士服務，往來展場及各主要酒店與交通匯點。

乘車地點	10月29日至11月1日	11月2日
紅磡 / 尖沙咀 - - 港鐵紅磡站 G2 出口 ((置富都會行人天橋底) / - 中間道 (近尖沙咀郵政局)	上午8時30分至下午3時30分 (每30分鐘一班)	上午8時30分至 下午2時30分 (每30分鐘一班)
乘車地點	10月29日至30日	
北角 / 銅鑼灣 / 金鐘 - - 北角匯 (宜必思香港北角酒店對面) / - 柏寧酒店 / - 海富中心 (港鐵金鐘站 A 出口)	上午8時30分至下午3時30分 (每30分鐘一班)	
乘車地點	10月31日至11月1日	11月2日
北角 / 銅鑼灣 / 灣仔 / 金鐘 - - 北角匯 (宜必思香港北角酒店對面) / - 柏寧酒店 / - 海港中心 / - 海富中心 (港鐵金鐘站 A 出口)	上午8時30分至下午3時30分 (每30分鐘一班)	上午8時30分至下午2時30分 (每30分鐘一班)
乘車地點	10月29日至30日	
灣仔 - - 香港會議展覽中心	上午9時至下午3時30分 (每30分鐘一班)	



下車地點	10月29日至11月1日	11月2日
尖沙咀 / 紅磡 - - 中間道 (近尖沙咀郵政局) / - 港鐵紅磡站 C2 出口 (置富都會行人天橋底)	下午1時至下午6時30分 (每30分鐘一班)	下午1時至下午6時 (每30分鐘一班)
下車地點	10月29日至30日	
金鐘 / 銅鑼灣 / 北角 - - 海富中心 (港鐵金鐘站 A 出口) / - 柏寧酒店 / - 北角匯 (宜必思香港北角酒店對面)	下午1時至下午6時30分 (每30分鐘一班)	
下車地點	10月31日至11月1日	11月2日
金鐘 / 灣仔 / 銅鑼灣 / 北角 - - 海富中心 (港鐵金鐘站 A 出口) / - 海港中心 / - 柏寧酒店 / - 北角匯 (宜必思香港北角酒店對面)	下午1時至下午6時30分 (每30分鐘一班)	下午1時至下午6時 (每30分鐘一班)
下車地點	10月29日至30日	
灣仔 - - 香港會議展覽中心	下午1時至下午6時30分 (每30分鐘一班)	

註：以上之時間表會因應路面交通情況而有所調整，主辦機構將保留最終決定權更改有關服務，恕不另行通知。免費巴士僅供展覽會的登記參展商及訪客使用，恕不接受乘客攜帶大件行李（即體積超過 56 厘米 X 36 厘米 X 23 厘米）及運送貨物，坐位有限，先到先得。如有查詢，請致電香港貿發局客戶服務熱線（852）1830668。

## Circular (9) – Exhibits and lighting effect

In order to provide a suitable environment for business exchange, kindly be reminded that all exhibits have to be placed within the booth area and the overall lighting scheme and effect should be fine-tuned.

The organiser reserves the right to request the exhibitors to adjust their overall lighting schemes if necessary. Thank you for your kind attention.

Hong Kong Trade Development Council

## 通告 (9) - 展品擺放與燈光效果

為提供一個合適的商貿平台供參展商及買家作商業交流，各展商於擺放展品或設計攤位時請注意：所有展品必須安放於展台之內，燈光效果應盡量避免干擾鄰近參展商。主辦機構有權要求展商作出相應的燈光調整。

多謝合作！

香港貿發局

**Circular (10) – Storage of Packing Materials during fair period**

Dear Exhibitor,

Thank you for your support for exhibiting at the Hong Kong International Outdoor and Tech Light Expo 2024.

Further to the previous circular re the packing materials, kindly note that the rules and regulations regarding the packing materials will be strictly enforced by the AsiaWorld- Expo (AWE). Lacing packing materials, such as carton boxes, wooden boxes and plastic bags, above the ceiling or the booth, near the power sockets or inflammable items and any public area are strongly prohibited. No electricity will be provided to the concerned booth if any materials found leaving improperly at above mentioned locations.

In order to avoid any inconvenience, please arrange the packing materials to be taken away and stored by your own forwarder, or to be stored in a proper and safe location within your booth.

Thank you for your kind co-operation.

Hong Kong Trade Development Council

**通告(10) - 展覽會期間包裝物料之處理事宜**

致各參展商：

感謝 貴司參加香港貿發局香港國際戶外及照明博覽 2024。

有鑒於亞洲國際博覽館的鄭重聲明，今年展會內將會嚴厲執行有關違規放置包裝物料之規例。若發現於攤位內、橫樑上、靠近電力裝置或易燃物品等地方放有包裝物料，該攤位將不獲供電。

為免延誤貴司佈置展位及開展的時間，展商有責任妥善處置所有包裝物料。請參展商將包裝物料儲存於攤位內的安全地方，或自行與運輸公司安排代為存放。

多謝合作！

香港貿發局

### Circular (11) – Booth Cleaning (for custom-built booth)

This is to notify you that for **custom-built exhibitors**, your appointed Contractor should take full responsibility for daily cleaning (except carpet).

Should you have any cleaning request, please contact your appointed contractor directly

### 通告(11) – 攤位清潔(特裝參展)

特此通告。**特裝參展攤位**的所有清潔，應該由 貴司所聘用的承建商負責（地毯除外）

如展台需要清潔服務，請與貴司所聘用的承建商聯絡。

多謝合作！

## Circular (12) – Points to Note/New Measures on Custom-Built Participation

In order to enhance the overall safety and efficiency of the fair, new measures regarding custom-built stands has been implemented from July 2009. We have summarized the changes below and would like to draw your attention to them. You are strongly advised to go through the updated section 4 of the Exhibitors' Manual for details.

Section	Items																								
4.2	<p><u>Information submission</u> Please note the deadline for submission of Custom-Built Participation Contractors' Information (Form 1), construction drawings, lighting distribution plan, site work deposit and insurance copy. Otherwise, a late charge of HK\$3,000 (US\$400) will be charged to the Exhibitor or its appointed contractor. Submission of "Structural Safety Certificate", Documentary Proof of Fire Services Compliance and "Certification of &lt;Electrical&gt; installation, inspection &amp; testing" (Form WR1) are also required.</p>																								
4.2.2	<p><u>Site work deposit</u> Calculation based on HK\$300/US\$40 per sqm. For two-storey construction stand, the site work deposit is doubled. Minimum and maximum deposit amounts are HK\$5,000 (US\$667) and HK\$75,000 (US\$10,000) respectively.</p>																								
4.2.3	<p>Contractors are required to carry out and maintain public liability insurance in a sum not less than HK\$10 million for any single claim, unlimited in aggregate. The insurance should be maintained in force at all times during the move-in period, exhibition period and move-out period, <b><u>i.e. 27 October - 1 November 2024</u></b>. Labour inspectors are authorised to check the contractors working for exhibitors/organiser in the Exhibition Venue at all reasonable times under section 72(1) of Employment Ordinance, section 45(1) of Employees' Compensation Ordinance and section 17L(1) of Immigration Ordinance. Relevant records and documents should be arranged accordingly.</p>																								
4.2.4	Hall rental charges for over-time move-in and move-out																								
4.2.5	<p><u>Maximum stand height</u> In response to rising environmental and safety concerns, Hong Kong Trade Development Council will lower the maximum height of single-deck custom-built booths in all its fairs with details below:</p> <ol style="list-style-type: none"> <li>Since 1 May 2023, all new designs of single-deck custom-built booths shall not exceed the height of 4 metres (note: The booth height limit may be lower for specific locations, please refer to exhibition manual, hall plan or check with the following contacts).</li> <li>Based on last circular RSC001/21 on 1 April 2021, re-used single-deck booths at "4.5m &lt; booth height ≤ 5m" can be reset up until 30 April 2023.</li> <li>Starting from 1 May 2023, re-used single-deck booths at "4m &lt; booth height ≤ 4.5m" can be reset up until 30 April 2025. The booth design must remain unchanged as it was previously submitted to HKTDC for the same show without modification. Any amendments to original design will be treated as new design and subject to height restriction of 4 metres.</li> </ol>																								
4.2.6	<p><u>Submission of Structural Safety Certificate, Structural Calculations and Documentary Proof of Fire Services Compliance</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Stands &amp; temporary structures</td> <td style="text-align: center;">&gt;2.5m &amp; &lt;4.5mH</td> <td style="text-align: center;">≥ 4.5mH or two-storey construction</td> </tr> <tr> <td style="text-align: center;">Stages or platforms</td> <td style="text-align: center;">&gt;1.1m &amp; &lt;1.5mH</td> <td style="text-align: center;">≥ 1.5mH</td> </tr> <tr> <td style="text-align: center;">Suspended lighting truss &amp; equipment</td> <td style="text-align: center;">&lt;100 kg</td> <td style="text-align: center;">≥ 100 kg</td> </tr> <tr> <td style="text-align: center;">Self-standing speakers and/or lighting towers</td> <td style="text-align: center;">≤2.5m</td> <td style="text-align: center;">&gt;2.5m</td> </tr> <tr> <td></td> <td style="text-align: center;">Verify stability of design drawings</td> <td style="text-align: center;">Verify stability of design drawings &amp; prepare structural calculations</td> </tr> <tr> <td></td> <td colspan="2" style="text-align: center;">Supervise construction works at site</td> </tr> <tr> <td style="text-align: center;">Authorized Person/ Registered Structural Engineer (AP/RSE) should be deployed to</td> <td colspan="2" style="text-align: center;">Verify stability after completion by issuing structural safety certificate</td> </tr> <tr> <td style="text-align: center;">Submit design drawings to Organiser by <b><u>17 October 2024</u></b></td> <td colspan="2" style="text-align: center;">By email</td> </tr> </table>	Stands & temporary structures	>2.5m & <4.5mH	≥ 4.5mH or two-storey construction	Stages or platforms	>1.1m & <1.5mH	≥ 1.5mH	Suspended lighting truss & equipment	<100 kg	≥ 100 kg	Self-standing speakers and/or lighting towers	≤2.5m	>2.5m		Verify stability of design drawings	Verify stability of design drawings & prepare structural calculations		Supervise construction works at site		Authorized Person/ Registered Structural Engineer (AP/RSE) should be deployed to	Verify stability after completion by issuing structural safety certificate		Submit design drawings to Organiser by <b><u>17 October 2024</u></b>	By email	
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	Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on <b>28 October 2024</b>	1. Structural safety certificate (refer to section 4.2.6)* 2. Fire Services certificate (submit upon request) (refer to section 4.2.8)
	Submit to Official Electrical Contractor by 1500 hrs on <b>28 October 2024</b>	Certificate of installation, inspection & testing (Form WR1 ) (please refer to section 4.2.7)*
* Failing to provide the required certificate and form by 2200 hrs on last move-in day will result in prohibition all access to the stand/suspension of electricity supply throughout the fair period.		
Exhibitors must accept full responsibility for the safety of the Stand, as Construction Sites (Safety) Regulations (Chapter 59) is applicable.		
An Authorized Person can either be a Registered Architect (AP-List I), or a Registered Structural Engineer (AP-List II), or a Registered Building Surveyor (AP-list III). An Authorized Person is legally defined in the HKSAR Buildings Ordinance Chapter 123. For AP/RSE registry, please visit <a href="https://www.bd.gov.hk/en/resources/online-tools/registers-search/registrationsearch-disclaimer.html?reg_type=RSE">https://www.bd.gov.hk/en/resources/online-tools/registers-search/registrationsearch-disclaimer.html?reg_type=RSE</a>		
Documentary Proof of Fire Services Compliance In compliance with the Venue's Rules & Regulations, all construction and decoration of stands (including but not limit to drapes, curtains, fabrics, banners, backdrops) must be non-combustible, inherently non-flammable or durably flameproof and may be inspected by authorized personnel of Venue Operator or the Hong Kong Government to verify compliance. As such, relevant documentation relating to fire tests, flame tests, fume tests and other similar tests which may be required by the relevant legislation and regulations should be available upon request.		
Alternatively, these items shall be brought up to any of those standards by treating with a fire retardant paint or solution acceptable to Director of Fire Services. The work shall be carried out by a Class 2 Registered Fire Service Installation Contractor and a certificate (FS251) to this effect from the Exhibitor/Contractor shall be submitted to the Organiser upon request, as documentary proof of compliance. Please refer to <a href="https://www.hkfsd.gov.hk/eng/source/licensing/PPA106-Eng-Web.pdf">https://www.hkfsd.gov.hk/eng/source/licensing/PPA106-Eng-Web.pdf</a> for details. For Registered Fire Service Installation Contractor registry, please visit <a href="http://www.hkfsd.gov.hk/home/eng/source/FSIC_list_eng.pdf">http://www.hkfsd.gov.hk/home/eng/source/FSIC_list_eng.pdf</a> .		
4.2.7	<u>Electricity</u> In compliance with the Electricity Ordinance (Chapter 406) Electricity (Wiring) Regulations, all electrical installations, inspection and testing must be carried out by a registered electrical worker together with a registered electrical contractor. "Certification of installation, inspection & testing" (Form WR1) should be submitted to the Official Electrical Contractor as per schedule mentioned above.	
4.2.9	<u>Reflective Vest</u> All Licensees and person requiring admission to the Licensed Area for any reasons in connection with building-up or breaking-down of exhibition stands or for any activities will require wearing Reflective Vest.	
4.2.12	<u>Waste Reduction and Recovery Measures</u> In accordance with the Waste Disposal (Chemical Waste) (General) Regulation, AsiaWorld-Expo has provided recycling bins for disposing mercury lamps. Please refer to the notice at fairground for its location.	
4.2.13	<u>Construction Industry Safety Training Certificate</u> All stand fitting contractors must acquire Construction Industry Safety Training Certificates ("Green Card") qualifications and have it properly displayed when working at AsiaWorld-Expo. AsiaWorld-Expo's security reserves the right to refuse entry or remove personnel for those who fail to provide valid credentials. Please feel free to contact the Event Planning Team of the Venue Operator at (852) 3606 8888 should you need further assistance.	
4.2.14	Requirements must be complied with by the Exhibitor and his/her appointed Contractor	
4.2.15	Deduction of site work deposit	

We believe that you and your appointed contractor(s) will support us in this initiative in creating a safer working environment. To ensure a full compliance on the above rules, we will penalize offenders by refusing their participation in our future fairs, and forfeiting totally the site work deposits lodged with us.

“A Guide on Safety and Health in the Hong Kong Exhibition and Convention Industry” has been published by the Hong Kong Exhibition and Convention Industry Association (HKECIA), which extensively covers various aspects of the industry that requires proper attention. You and your appointed contractor(s) are advised to go through the guide via [A Guide to Health and Safety in the Hong Kong Exhibition & Convention Industry\\_Eng.pdf](#).

For queries, please feel free to contact:

Mr. Aston Fong at Tel: (852) 2240 5459, or Email: [aston.wh.fong@hktdc.org](mailto:aston.wh.fong@hktdc.org)

Thank you for your kind understanding and co-operation!

## 通告(12) - 特裝參展新措施及注意事項

為提升展覽的整體安全及效率，香港貿易發展局於2009年7月開始，實施特裝參展自建攤位新措施。簡要如下，詳情請參閱參展商手冊第四部份段。

部份	內容																					
4.2	<p><b>提交資料</b> 請留意特裝參展承建商資料申報表(表格一)、設計圖則及燈圖、施工按金、公眾責任保單副本的提交日期。否則，主辦機構會向參展商/承建商收取 3,000 港元(400 美元)的逾期行政費。</p> <p>亦須提交「結構安全證明書」、「電力裝置完工證明書」〔表格 WR1〕及符合相關消防規定證明書。</p>																					
4.2.2	<p><b>施工按金</b> 按金以每平方米 300 港元(40 美元)計算。搭建雙層結構攤位必須繳交雙倍按金。而最低及最高的金額分別為 5,000 港元(667 美元)及 75000 港元(10,000 美元)。</p>																					
4.2.3	<p>承建商必須購買有效的公眾責任保險，每次事故賠償限額不少於 1000 萬港元，而保險期內累積賠償額則無限。有效期須包括進場、展覽期間及離場(即 <b>2023 年 10 月 24-30 日</b>)。 按《僱傭條例》第 72(1)條、《僱員補償條例》第 45(1)條及《入境條例》第 17L(1)條，授權予勞工處人員於任何合理時間，於展館內視察及檢查其相關記錄及文件。</p>																					
4.2.4	<p><b>進場及離場超時租場收費</b></p>																					
4.2.5	<p><b>特裝展位高度限制</b> 香港貿易發展局為促進環保及安全施工，將在其展覽會下調單層特裝展位最高可建高度，詳情安排如下：</p> <ol style="list-style-type: none"> <li>自 2023 年 5 月 1 日起，所有新設計的單層展位高度不得超越 4 米(註：特裝展位所處位置或有較低高度限制，請參閱參展商手冊、展覽廳平面圖或與以下人士查詢)。</li> <li>根據 2021 年 4 月 1 日所發出的通告 RSC001/21，單層重用展位在”4.5 米&lt;高度≤5 米”將於 2023 年 4 月 30 日後不可再使用。</li> <li>由 2023 年 5 月 1 日起，單層重用展位在”4 米&lt;高度≤4.5 米”可重用並延期保留至 2025 年 4 月 30 日。重用展位設計必須跟上一屆提交給貿發局同場展覽的圖則相同，並不可作出任何結構性改動。如有任何改動，本局將以新設計論，並將會把展位可建高度下調至 4 米。</li> </ol>																					
4.2.6	<p><b>提交「結構安全證明書」、「數據證明書」符合相關消防規定證明書</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">攤位及臨時搭建物</td> <td style="text-align: center;">&gt;2.5 米 而 &lt;4.5 米高</td> <td style="text-align: center;">≥ 4.5 米高或雙層結構</td> </tr> <tr> <td style="text-align: center;">平台或舞台</td> <td style="text-align: center;">&gt;1.1 米 而 &lt;1.5 米高</td> <td style="text-align: center;">≥ 1.5 米高</td> </tr> <tr> <td style="text-align: center;">懸空照明支架及設備</td> <td style="text-align: center;">&lt;100 公斤</td> <td style="text-align: center;">≥ 100 公斤</td> </tr> <tr> <td style="text-align: center;">獨立揚聲器和/或照明燈架連燈</td> <td style="text-align: center;">≤2.5 米</td> <td style="text-align: center;">&gt;2.5 米</td> </tr> </table> <p>認可人士/註冊結構工程師應</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">證明其設計圖則穩定性</td> <td style="width: 33%; text-align: center;">證明其設計圖則穩定性及數據證明書</td> <td style="width: 34%;"></td> </tr> <tr> <td colspan="3" style="text-align: center;">監督搭建工程</td> </tr> <tr> <td colspan="3" style="text-align: center;">在完成搭建後驗證並簽發結構安全證明書</td> </tr> </table> <p>於 <b>2023 年 9 月 14 日</b> 或之前提交圖則予主辦機構</p> <p style="text-align: center;">以電郵方式</p> <p>於 <b>2023 年 10 月 25 日</b> 下午 3 時或之前投放到「攤位設施」展位之收集箱</p> <ol style="list-style-type: none"> <li>結構安全證明書〔詳情請參閱第 4.2.6 章〕*</li> <li>消防證明書〔按要求下提交〕〔詳情請參閱第 4.2.8 章〕</li> </ol> <p>於 <b>2023 年 10 月 25 日</b> 下午 3 時或之前交予大會電力承建商</p> <p style="text-align: center;">電力裝置完工證明書〔表格 WR1〕 〔詳情請參閱第 4.2.7 章〕*</p>	攤位及臨時搭建物	>2.5 米 而 <4.5 米高	≥ 4.5 米高或雙層結構	平台或舞台	>1.1 米 而 <1.5 米高	≥ 1.5 米高	懸空照明支架及設備	<100 公斤	≥ 100 公斤	獨立揚聲器和/或照明燈架連燈	≤2.5 米	>2.5 米	證明其設計圖則穩定性	證明其設計圖則穩定性及數據證明書		監督搭建工程			在完成搭建後驗證並簽發結構安全證明書		
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在完成搭建後驗證並簽發結構安全證明書																						



	<p>*如未能於最後進場日晚上 10 時前交妥相關證明書/表格，主辦機構有權在整個展期內禁止所有人士進入有關攤位/停止電力供應。</p> <p>參展商須完全負責攤位結構的安全，詳情可參照《建築地盤（安全）條例》第 59 章。 認可人士包括註冊建築師（認可人士名單 1）、註冊結構工程師（認可人士名單 2）或註冊屋宇測量師（認可人士名單 3）。認可人士的定義詳述於香港建築物條例第 123 章。有關<u>認可人士/註冊結構工程師</u>的名冊，請瀏覽屋宇署網頁： <a href="https://www.bd.gov.hk/tc/resources/online-tools/registers-search/registrationsearch-disclaimer.html?reg_type=RSE">https://www.bd.gov.hk/tc/resources/online-tools/registers-search/registrationsearch-disclaimer.html?reg_type=RSE</a></p>
	<p><u>符合相關消防規定證明書</u> 按展館營運者的規定，所有搭建及裝飾材料〔包括但不限於窗簾、門簾、織物、橫幅、木材結構〕必須屬非可燃材料，非易燃品質地或防火耐用性材料。展館營運者或香港政府授權代表可要求檢查這些材料的合規性，而參展商/承建商必須提供有關防火試驗、燃燒試驗、烟薰試驗及相關法例及規例要求的其他類似試驗的相關文件。 或由註冊二級消防裝置承辦商，以防火溶液將搭建及裝飾材料加以處理的工作，並在完工後簽發消防證明書〔消防表格 251〕以證明符合規定。參展商/承建商必須保存該表格，並需應展館營運者或香港政府要求而提交。詳情請瀏覽消防處網頁。 <a href="http://www.hkfsd.gov.hk/home/chi/source/FSIC_list_chi.pdf">http://www.hkfsd.gov.hk/home/chi/source/FSIC_list_chi.pdf</a>。有關<u>註冊消防裝置承辦商</u>的名冊，請瀏覽消防處網頁：<a href="http://www.hkfsd.gov.hk/home/chi/source/FSIC_list_chi.pdf">http://www.hkfsd.gov.hk/home/chi/source/FSIC_list_chi.pdf</a>。</p>
4.2.7	<p><u>電力裝置</u> 按電力條例〔第 406 章〕電力〔線路〕規例，所有電力安裝、檢查及測試必須由註冊電業工程人員及註冊電業承辦商代行，並須簽發表格 WR1 及須於上述指定時間交予<u>大會電力承建商</u>，以茲證明。</p>
4.2.9	<p><u>反光背心</u> 任何獲授權或獲准進入租用攤位範圍，進行展覽攤位搭建、拆卸或其他任何活動的人士，一律必須穿上反光背心。</p>
4.2.12	<p><u>減少廢物及回收措施</u> 根據《廢物處置〔化學廢物〕〔一般〕規例》，亞洲博覽館亦設置回收箱供棄置之用，擺放位置請參閱場內通告。</p>
4.2.13	<p><u>建築業安全訓練證明書</u> 凡進入展館工作的承建商，必須持有建築業安全訓練證明書措施（即「平安咭」），並須清楚地展示出來。否則，展館營運者之保安人員有權拒絕該人士進入或要求該人士離開展館。 如有任何查詢，可致電〔852〕3606 8888 與展館營運者之項目策劃部聯絡。</p>
4.2.14	<p>參展商及其承建商必須遵守的規定</p>
4.2.15	<p>施工按金扣款制</p>

本局深信 貴公司及 貴公司委託的承建商必定全力支持上述措施，共同營造更安全的工作環境。為確保參展商及承建商遵守上述規定，本局將拒絕違規者參加本局日後舉辦的展覽會，並全數沒收其繳交的施工按金，以作處分。

由香港展覽會議協會出版的「香港展覽會議業之安全及健康指南」已涵蓋業界需注意的事項。請 貴公司及貴公司委託的承建商仔細參閱以下網站：

[A Guide to Health and Safety in the Hong Kong Exhibition & Convention Industry\\_chi.pdf](#)

如有查詢，請聯絡：

方先生(電話: (852) 2240 5459 ; 電郵: [aston.wh.fong@hktdc.org](mailto:aston.wh.fong@hktdc.org))

多謝合作！

## Circular (13) –Guidance to Custom Built exhibitors for on-site usage of electricity 特裝參展商注意事項 -現場使用電力指引

- For electricity supply you have ordered from HKTDC, exhibitors must have their own electrician. **The official contractor will not provide installation and connection services for these items.**

特裝參展商必須聘有持牌電器工人。大會承建商將不會提供安裝及接駁服務予特裝參展商所使用的自攜電燈及電器用品。

- Total power consumption shall not exceed the current specified. In case of overload, the organiser reserves the right to suspend the electricity supply until the problem is rectified by the exhibitor concerned.

參展商須申請足夠供電及不可使用至超過已申請之總電量。如因用電超荷，主辦機構有權立即終止供電至有關參展商將問題改正。

- In compliance with the Electricity Ordinance (Chapter 406) Electricity (Wiring) Regulations, all electrical installations, inspection and testing must be carried out by a registered electrical worker together with a registered electrical contractor. "Certification of installation, inspection & testing" (Form WR1) should be submitted to the **Official Electrical Contractor by 1500 hrs** on the last move-in day. Failing to provide by 2200 hrs on the last move-in day will result in suspension of electricity supply throughout the fair period. The employer of the electrician shall be liable for any damages caused if the electrician fails to comply with the above requirements.

按電力條例〔第406章〕電力〔線路〕規例，所有電力安裝、檢查及測試必須由註冊電業工程人員及註冊電業承辦商代為，**並須簽發表格 WR1 及於最後進場日下午 3 時前交予大會電力承建商**，以茲證明。如未能於該晚下午 10 時前交妥，展期內將不獲電力供應。如電器工人未能符合上述規例要求，則其僱主須負責賠償因此引起的一切損失。參展商須於遞交此表格時連同所聘用的電力工人及公司牌照副本。特裝參展商如採用配電總制，應將所有配電要求計算在總制內，不能分拆租用獨立插座。

- It is important that custom built exhibitor should take full responsibility of **turning off main switch of the booth after fair closes every day**. For safety and energy-saving purposes, the respective contractor will be asked to come back to the fair ground for turning off main switch if it is found still on in the empty booth. The organiser will not be responsible for any loss subsequently caused by turning off the booth main switch if the responsible contractor is not accessible.

特裝參展商**每日展會後須負責關掉攤位配電總制**，為安全與環保起見，展會後配電總制倘未關掉，攤位承建商將被要求返會場處理。倘承建商未能及時返會場，大會將會代勞，對造成之任何損失概不負責。

香港貿易發展局 展覽服務部上  
Exhibition Services, HKTDC

## Circular (14) – Caution on Rental of Credit Card Payment Terminals

The Hong Kong Trade Development Council (HKTDC) is recently informed that a service provider of credit card payment terminal has offered its payment terminal rental service to exhibitors in exhibitions held in Hong Kong, but failed to return the transaction amount to exhibitors before the deadline as stipulated in the contract. The HKTDC would like to clarify that it has **NOT** appointed any credit card payment terminal providers in **ALL** HKTDC events. To protect your own interests, you are reminded to exercise due diligence and read all contracts carefully before appointing any service providers.

The HKTDC would also like to remind exhibitors that no retail sales should be conducted at the HK International Outdoor and Tech Light Expo.

## 通告(14) – 提防有關信用卡終端機租賃服務

香港貿易發展局(香港貿發局)獲悉近日有公司在香港舉辦的展覽會中提供信用卡終端機租賃服務予參展商，但並未有在合約指定日期發還有關交易金額。香港貿發局特此澄清本局並沒有委託或指派任何第三者提供信用卡終端機租賃服務，並提醒所有參展商在使用任何供應商的服務前，應先清楚了解其背景，並細閱有關文件及合約細則，以確保閣下本身的利益。

香港貿發局並提醒所有參展商不得在展覽會期間進行零售活動。

## Circular (15) – Immigration Regulations to be Observed and Followed by Exhibitors

### 1. Exhibitors from outside Hong Kong

According to the policy of Immigration Department of Hong Kong, foreign visitors are allowed to remain in Hong Kong for the purposes of sightseeing, shopping, as well as conducting contracts, attending meetings and conferences, etc. For the purpose of immigration control, visitors are subject to certain conditions of stay specified in the Immigration Regulations. These conditions preclude a visitor from taking up employment, whether paid or unpaid and he is not allowed to establish or join in any business. Those who wish to be engaged in day-to-day business operations or investment activities in Hong Kong will have to apply for a work permit.

In the case of a trade exhibition, whether an exhibitor needs a work permit would depend on the nature of the business of the exhibition booth he/she mans and his/her activities therein. In general, if the exhibitor's activities are focused on promotion without engaging in retail sales, he will not need to apply for a work permit. However, if an exhibitor from outside Hong Kong is engaged in retail sales activities, a work permit will be required.

### 2. Exhibitors from Mainland China

Where Mainland China exhibitors participating in trade fairs are concerned, it should be noted that they must apply for exit permission from the relevant Mainland China authorities. For business visits, Mainland residents have to apply to the PSB Office in their place of domicile for permission to enter Hong Kong under the Business Visit Scheme. The PSB will issue an exit-entry permit with a business visit endorsement to Mainland business visitors. Exhibitors from Mainland China are required to meet Hong Kong Immigration regulations as stipulated in item 1 of the above.

### 3. Exhibitors from India (NEW)

Under the new policy announced by the Immigration Department of the Government of the Hong Kong Special Administrative Region, Indian nationals will now be required to complete a free online pre-arrival registration and get an instant result regarding their eligibility for 14-day visa-free entry into Hong Kong.

The Pre-arrival Registration (PAR) for Indian nationals are being implemented from 23 January 2017 onwards. Failure to present the notification slip from the online registration together with a valid Indian passport will lead to refusal of their boarding a conveyance bound for the HKSAR and refusal of entry into Hong Kong upon arrival.

For more information and online registration, please visit:

[http://www.immd.gov.hk/eng/services/visas/pre-arrival\\_registration\\_for\\_indian\\_nationals.html](http://www.immd.gov.hk/eng/services/visas/pre-arrival_registration_for_indian_nationals.html)

### 4. Hong Kong Exhibitors

If any local exhibitor is planning to deploy or hire any personnel from outside Hong Kong at the booths during fair period (including move-in and move-out days), the above regulations (items 1, 2 and 3) will also apply.

For details of Hong Kong immigration regulations, you may access the Immigration Department's web-site ([www.info.gov.hk/immd/](http://www.info.gov.hk/immd/)). If you have any queries regarding the above, please do not hesitate to contact Hong Kong Trade Development Council.

## 通告(15) - 參展商須遵守的入境規例

### 1. 來自香港以外的參展商

根據香港入境事務處的政策，外來旅遊人士可憑觀光、購物、洽談合約及出席會議等理由在香港逗留，唯逗留期間，旅遊人士必須遵守香港入境規例內訂明的若干條件。根據有關條件，旅遊人士不得從事僱傭工作（無論受薪或非受薪），亦不得開設或參與任何業務。有意在香港從事日常業務運作或投資活動的人士，必須申請工作簽證。

就貿易展覽會而言，參展商是否需要申請工作簽證，將視乎其展覽攤位的業務性質以及所涉活動而定。一般來說，假若參展商的活動主要為業務推廣而不涉及零售，則毋須申請工作簽證；假若參展商從事零售活動，便須申請工作簽證。

### 2. 中國內地參展商

參加貿易展覽會的內地參展商，必須向中國內地有關部門申請出境許可。至於商務旅遊，內地居民須向戶籍所在的公安機關，根據商務旅遊計劃申請來港許可，公安機關會向內地的商務旅遊人士簽發往來港澳通行證及商務簽注。內地參展商必須遵守以上第1項所列的香港入境規例。

### 3. 來自印度參展商（新入境安排）

跟據香港特別行政區（香港特區）入境事務處的指引，印度國民必須預先於網上申請及成功辦妥預辦入境登記，才可免簽證前來香港特區旅遊或過境。申請人可即時得知免簽證資格的結果。

「印度國民預辦入境登記」於 2017 年 1 月 23 日開始實施。請注意，如登記人未能出示通知書和該本用以辦妥預辦入境登記的有效印度護照，會被拒登上前來香港特區的運輸工具，以及在抵港時被拒絕進入香港特區。

欲查詢更多資訊或作網上登記，請瀏覽：

[http://www.immd.gov.hk/hkt/services/visas/pre-arrival\\_registration\\_for\\_indian\\_nationals.html](http://www.immd.gov.hk/hkt/services/visas/pre-arrival_registration_for_indian_nationals.html)

### 4. 香港參展商

假若任何本地參展商有意於展覽會舉行期間（包括進館及撤館期間），在攤位派駐或僱用任何來自香港以外的人士，上述規例（第1至3項）亦同樣適用。

有關香港入境規例詳情，請瀏覽香港入境事務處網址（[www.info.gov.hk/immd/](http://www.info.gov.hk/immd/)）。如對上述規定有任何疑問，歡迎聯絡香港貿發局。

**Circular (16) –Guidance to Custom Built exhibitors for on-site usage of electricity**  
**特裝參展商注意事項 -現場使用電力指引**

- For electricity supply you have ordered from HKTDC, exhibitors must have their own electrician. **The official contractor will not provide installation and connection services for these items.**  
特裝參展商必須聘有持牌電器工人。大會承建商將不會提供安裝及接駁服務予特裝參展商所使用的自攜電燈及電器用品。
- Total power consumption shall not exceed the current specified. In case of overload, the organiser reserves the right to suspend the electricity supply until the problem is rectified by the exhibitor concerned.  
參展商須申請足夠供電及不可使用至超過已申請之總電量。如因用電超荷，主辦機構有權立即終止供電至有關參展商將問題改正。
- In compliance with the Electricity Ordinance (Chapter 406) Electricity (Wiring) Regulations, all electrical installations, inspection and testing must be carried out by a registered electrical worker together with a registered electrical contractor. "Certification of installation, inspection & testing" (Form WR1) should be submitted to the **Official Electrical Contractor by 1500 hrs** on the last move-in day. Failing to provide by 2200 hrs on the last move-in day will result in suspension of electricity supply throughout the fair period. The employer of the electrician shall be liable for any damages caused if the electrician fails to comply with the above requirements.  
按電力條例〔第406章〕電力〔線路〕規例，所有電力安裝、檢查及測試必須由註冊電業工程人員及註冊電業承辦商代行，**並須簽發表格 WR1 及於最後進場日下午3時前交予大會電力承建商**，以茲證明。如未能於該晚下午10時前交妥，展期內將不獲電力供應。如電器工人未能符合上述規例要求，則其僱主須負責賠償因此引起的一切損失。參展商須於遞交此表格時連同所聘用的電力工人及公司牌照副本。特裝參展商如採用配電總制，應將所有配電要求計算在總制內，不能分拆租用獨立插座。
- It is important that custom built exhibitor should take full responsibility of **turning off main switch of the booth after fair closes every day.** For safety and energy-saving purposes, the respective contractor will be asked to come back to the fair ground for turning off main switch if it is found still on in the empty booth. The organiser will not be responsible for any loss subsequently caused by turning off the booth main switch if the responsible contractor is not accessible.  
特裝參展商**每日展會後須負責關掉攤位配電總制**，為安全與環保起見，展會後配電總制倘未關掉，攤位承建商將被要求返會場處理。倘承建商未能及時返會場，大會將會代勞，對造成之任何損失概不負責。

香港貿易發展局 展覽服務部上  
Exhibition Services, HKTDC

## Circular (17) – Subletting & Displaying Relevant Exhibits

We would like to bring your attention to two particularly important Exhibition rules which are set out in the Terms and Conditions governing your participation in the Exhibition. Please take note and observe these rules carefully.

### 1. Sub-letting

You are strictly forbidden to sublet or otherwise share your Space or Stand to or with any third party. Any Exhibitor found to be in breach of this sub-letting prohibition will be asked to immediately remove all illegitimate third party business cards, materials and exhibits (promotional or otherwise) from its Space or Stand at its own expenses and will also be banned from taking part in all the HKTDC fairs.

By way of clarification, an Exhibitor is ONLY permitted to:-

- (i) promote, distribute or display exhibits, printed matters or graphic materials bearing its name or distribute name cards of its own employee; and
- (ii) allow its own employee to solicit business for itself, at its Space or Stand.

An Exhibitor may also (i) promote, distribute or display exhibits, printed matters or graphic materials bearing the name of its wholly-owned subsidiary or any third party company having a formal agreement with itself appointing the Exhibitor as agent or distributor of that third party company or (ii) allow the employee of such subsidiary or third party company to solicit business for such subsidiary or third party company at its Space or Stand. Please however be reminded that you MUST first obtain the prior written permission from us by applying in writing to us at least 3 months before the commencement of the Exhibition if you wish to conduct the said activities for your subsidiary or any such third party company. We will expect to receive some form of documentation confirming the relationship between you and the relevant subsidiary or third party company before considering your application.

Our permission is given entirely at our sole and absolute discretion and our decision is final. Please note that any Exhibitor found to be conducting the above activities for your subsidiary or any third party company without having obtained our prior written permission will be treated as "sub-letting" in contravention of the sub-letting prohibition. Please nonetheless be reminded that any of the above activities can only take place in relation to products which fall into the same product category zone as stated in the booth confirmation letter of the Exhibition.

### 2. Display relevant exhibits

Exhibitors are reminded that they may only display exhibits which fall into the product category zone as stated in the booth confirmation letter of the Exhibition. If we find Exhibitors using less than 60% of their display area exhibiting the appropriate product under a designated product category zone, we have the right and will have no hesitation to ask the Exhibitor to immediately relocate and/or terminate its participation in the Exhibition, without any recourse on our part.

We would like to thank you in advance for your cooperation and understanding in complying with these particular rules which have been brought to your special attention. These rules exist in order to keep a fair and profitable business environment for all participants in the Exhibition.



## 通告(17) - 分租及展品類別

各參展商在展出期間，必須遵守各項展覽會規則。現特別將其中兩項重要規則詳列如下，敬希垂注。

### 1. 分租

參展商一律嚴禁將展覽攤位或攤位分租予第三者或與以任何其他方式第三者共用。如有違者，主辦機構會著令有關參展商即時將所有有關第三者之名片、展品及物品（宣傳性質或其他）遷離展覽攤位或攤位，費用由該參展商自付，該參展商亦會被禁止參加本局舉辦的所有展覽活動。

主辦機構明確規定，參展商只可在其展覽攤位或攤位內進行以下活動：

- (i) 推廣、派發或展出附有參展商名稱之展品、印刷品或圖像宣傳資料，或派發其僱員的名片。
- (ii) 容許其僱員招攬生意。

參展商亦可在其展覽攤位或攤位內 (i) 推廣、派發或展出印有其全資附屬公司，或與之訂有代理或分銷協議的公司名稱的名片、展品、印刷品或圖像宣傳資料；或 (ii) 容許其全資附屬公司，或與之訂有代理或分銷協議的公司的僱員招攬生意。惟參展商必須緊記，假若參展商有意為其附屬公司或上述第三者公司進行上述活動，參展商必須於展覽會舉行前最少三個月，以書面形式向主辦機構提出申請事先書面許可，並須提交有關文件，證明參展商與有關附屬公司或第三者公司的關係。

主辦機構有唯一及絕對酌情權決定是否批准有關申請，其他人不得異議。如未經主辦機構事先書面許可，參展商不得擅自為其附屬公司或任何第三者公司進行上述活動，否則將被當作違規處理。參展商亦須緊記，上述活動涉及的產品，必須與展覽會攤位確認信所述的產品類別展區相符。

### 2. 展品類別

參展商展示的產品，必須與展覽會攤位確認信所述的產品類別展區相符。假若主辦機構發現有參展商用於展示指定產品的展覽面積少於六成，有權採取行動，要求參展商即時重新安排展品，或終止其參展權，參展商並無追索權

以上規則旨在為所有參展商提供一個公平有利的展覽環境，各參展商務須遵守，多謝合作。

**Circular (18) – Booth decoration and exhibits should be ready before the opening of the fair & Receiving Buyers at HKTDC Fairs**

To ensure all exhibitors and buyers have sufficient time for trade activities during the fair period as well as upholding the quality of HK International Outdoor and Tech Light Expo exhibitors are reminded to have their exhibits ready and their booths well-manned at least 30 minutes before the opening of the fair every day. The fair will be opened to visitors on time.

It has come to our attention that there were incidents in which some exhibitors refused to receive certain visiting buyers at their booths, which created some disputes. The Council would like to remind all exhibitors that, according to the laws on discrimination in Hong Kong, exhibitors must not discriminate against any visitors solely based on their sex, disabilities, or other criteria prescribed by law by refusing their visit to their booths.

The HKTDC, as the fair organiser, fully understands that a business has the right and discretion to formulate its own business promotion strategy for certain market segments. However, in the context of an international exhibition, and of maintaining the professional image of the exhibition and of Hong Kong as a trade fair capital, exhibitors are requested to cooperate on the following:

1. All exhibitors should welcome visitors that are qualified and admitted by the organiser.
2. Exhibitors should treat all visitors courteously.
3. Exhibitors should not discriminate against any visitors due to their race or place of origin.
4. Exhibitors should not display any discriminatory messages at their booths.

The HKTDC sincerely hopes that all exhibitors will co-operate. If any complaint against an exhibitor regarding the above with sufficient grounds is received, the Council will carefully review the application for participation in future HKTDC events by that exhibitor and may have to take necessary actions.

**通告(18) – 開放攤位予買家參觀及參展商接待買家須知**

準時開放攤位予買家參觀

為確保參展商與買家在展期內有足夠時間洽商及進一步提升展覽會形象，參展商請於每日展覽會開放前30分鐘準備好攤位佈置及所有展品，並同時看守其攤位，展覽會將每日準時開放予買家進場參觀。

參展商接待買家

鑒於以往在本局舉辦的展覽會上，因有個別參展商拒絕接待某些買家而產生誤會及爭拗，本局特此提醒所有參展商，根據香港的歧視條例，參展商不得純粹基於參觀者的性別、殘疾或該條例所列出的其他因素而對參觀者有所歧視，包括拒絕有關人士到其攤位參觀。

作為展覽會主辦機構，香港貿發局完全明白任何公司均有權訂定其市場取向。然而，為要保持展覽會的國際專業形象，以及香港作為亞洲商展之都的地位，本局籲請各參展商務須遵守以下規則：

1. 對所有獲本局接納進場參觀的人士表示歡迎。
2. 有禮接待所有參觀人士。
3. 不可因為參觀者的種族或所屬地區而作出歧視行為。
4. 不應在攤位內展示任何帶有歧視性的標語。

懇請所有參展商衷誠合作。假若本局接獲參觀者對有關參展商作出歧視行為之投訴，而且理據確鑿，這將對所涉參展商日後的參展申請有所影響。

**Circular (19) – Caution on Third Party Promotional Offers from  
Fair Guide / Expo Guide / Event Fair / AVRON /  
International Fairs Directory / FairExpo**

The Hong Kong Trade Development Council (HKTDC) has learnt that exhibitors have been receiving invitations from Fair Guide (owned by Construct Data) for listings in its guide at the exhibitors' expense. It has also come to HKTDC's attention that other companies under the name Expo Guide (owned by Commercial Online Manuals S de RL de CV ("Commercial Online Manuals")), Event Fair, AVRON, International Fairs Directory and FairExpo have sent similar invitations to exhibitors inviting them to update or correct their data with its fair directory for free listing. The HKTDC would like to stress that the Fair Guide, the Expo Guide, the Event Fair, the AVRON, the International Fairs Directory and FairExpo has NO CONNECTION with the HKTDC or any of our fairs.

UFI, an international organization which represents the interests of the exhibition industry worldwide has been warning the exhibition industry to be vigilant against Fair Guide, Expo Guide, Construct Data, Commercial Online Manuals and other similar guides and organisations such as Event Fair, AVRON, International Fairs Directory and FairExpo. UFI has also reported that debt collection agencies work in partnership with these guides to intimidate exhibitors for payment. The practice of Construct Data has been considered as unconscionable and misleading by the Austrian Protective Association. Recent information suggests that Construct Data & Event Fair have shifted its operation from Austria to Mexico and/or Slovakia. It should be noted that the contents and wording of Fair Guide's and Expo Guide's letter and order form are virtually identical. It is possible that Construct Data, Commercial Online Manuals, Event Fair, AVRON, International Fairs Directory and FairExpo are related companies or are in some way connected. You should therefore exercise due diligence and care when being approached for such invitations so as to avoid possible unwarranted and/or unnecessary financial commitments.

In order to protect your own interests, you are urged to read the contracts (including the small print) and attachments carefully, as well as seeking legal advice, before signing any such documents. The HKTDC does not recommend that you sign any materials that you receive from Construct Data, and/or Commercial Online Manuals and/or Event Fair, and/or AVRON, and/or International Fairs Directory, and/or FairExpo. If you have mistakenly entered into contract with Construct Data and/or Commercial Online Manuals and/or Event Fair and/or AVRON, and/or International Fairs Directory, and/or FairExpo, you should notify Construct Data and/or Commercial Online Manuals and/or Event Fair and/or AVRON, and/or International Fairs Directory and/or FairExpo in writing and inform them that you dispute the validity of the contract on the basis of mistake and/or misrepresentation. You should take legal advice as to how to respond to any demands for payment that you might receive. For more information about UFI's action against Fair Guide, Expo Guide, Construct Data, AVRON, International Fairs Directory and FairExpo, please visit <http://www.ufi.org/industry-resources/warning-construct-data/>

**通告(19) – 請小心處理由第三者(例如 Fair Guide/Expo Guide/Event Fair/AVRON/International Fairs Directory/FairExpo) 提供之推廣優惠**

香港貿易發展局獲悉參展商曾接獲 Fair Guide (由 Construct Data 所擁有) 的邀請, 在其指南中刊登名錄, 費用由參展商負責。香港貿發局最近發現另外多家公司, 包括 Expo Guide (由 Commercial Online Manuals S de RL de CV (“Commercial Online Manuals”) 所擁有), Event Fair、AVRON、International Fairs Directory 和 FairExpo 及亦向參展商發出類似信件, 邀請參展商更新或更正他們于其指南中之資料作為免費刊登名錄。香港貿發局特此澄清及重申: Fair Guide 或 Expo Guide 或 Event Fair 或 AVRON 或 International Fairs Directory 或 FairExpo 概與香港貿發局或本局的任何展覽完全無關。

UFI, 一個代表全球展覽業利益的國際組織, 已經警告展覽業要小心警惕 Fair guide、Expo Guide、Construct Data、Commercial Online Manuals 和其他類似的指南和組織如 Event Fair、AVRON、International Fairs Directory 和 FairExpo。UFI 還報告說, 收債公司和這些指南和組織有夥伴的關係, 從而恐嚇參展商付款。Construct Data 之經營手法已被奧地利保障公平競爭協會 (Austrian Protective Association) 視為不公平及誤導。最近有資料顯示, Construct Data、Event Fair 及 AVRON 已從奧地利轉移其運作到墨西哥和/或斯洛伐克。

由於 Fair Guide 及 Expo Guide 的信件及訂單內容及語句幾乎完全相同, Construct Data、Commercial Online Manuals、Event Fair、AVRON、International Fairs Directory 與 FairExpo 可能是相關或連繫之公司。閣下因此應盡量以小心謹慎的態度處理該等邀請, 以免作出不必要的財務承擔。本局特此呼籲閣下在簽署任何合約 (包括以細小字體列印的合約) 及附件之前, 應細閱有關文件和尋求法律意見, 以保障閣下本身的利益。

本局並不建議閣下簽署任何從 Construct Data 及/或 Commercial Online Manuals 及/或 Event Fair 及/或 AVRON 及/或 International Fairs Directory 及/或 FairExpo 收到之文件。如閣下在錯誤情況下與 Construct Data 及/或 Commercial Online Manual 及/或 Event Fair 及/或 AVRON 及/或 International Fairs Directory 及/或 FairExpo 訂立合約, 閣下應以書面通知 Construct Data 及/或 Commercial Online Manuals 及/或 Event Fair 及/或 AVRON 及/或 International Fairs Directory 及/或 FairExpo 指出基于錯誤或被誤導之情況下簽署該文件, 有關合約無效。閣下應該就如何應對你可能會收到的付款要求尋求法律意見。

欲瞭解更多信息關於 UFI 對 Fair Guide, Expo Guide, Construct Data 與 Commercial Online Manuals 採取之行動, 請瀏覽此網頁 <http://www.ufi.org/industry-resources/warning-construct-data/>。

## Circular (20) – Over-time Hall Rental Charges for Move-in & Move out

If Exhibitors and / or your appointed Contractors work beyond the time as specified by the Organiser during move-in and move-out period, they should bear the over-time charges claimed by the Venue Operator against the Organiser as follows:

- I) **Over-time Move-in (only applicable to last move-in day)**, i.e. working after 2400hrs (midnight) on last move-in day. Charges will be calculated on multiple of hours and according to the booth area assigned.

Booth Area	Charges per stand per hour (only applicable to last move-in day)
Up to 50 sqm	HK\$ 10,900/first hour; subsequent hour: HK\$8,650/hour
51-100 sqm	HK\$ 13,100/first hour; subsequent hour: HK\$9,750/hour
101-500 sqm	HK\$ 17,400/first hour; subsequent hour: HK\$13,000/hour

- II) **Over-time Move-out**, i.e. working after 2400hrs (midnight) on the last show day. Charges will be calculated on multiple of hours according to its booth area.

Booth Area	Charges per booth for working on the day following last show day
Up to 50 sqm	HK\$ 10,900/first hour; subsequent hour: HK\$8,650/hour
51-100 sqm	HK\$ 13,100/first hour; subsequent hour: HK\$9,750/hour
101-500 sqm	HK\$ 17,400/first hour; subsequent hour: HK\$13,000/hour

**Remarks:**

- 1) Over-time work less than an hour will be rounded up to one hour.
- 2) Over-time hall rental subject to availability and at AWE's discretion.
- 3) Not applicable to split booths.

Thank you for your cooperation.

## 通告(20) - 進場/離場超時租場收費

假若參展商或其委託之承建商未能在主辦機構指定的進場及離場時限完成有關的工作，須承擔由亞洲博覽館向主辦機構徵收的超時場租如下：

- I) **進場超時租場**〔只適用於參展商佈展當晚〕—即進場日午夜 12 時後進行工作，收費按攤位面積計算。

攤位面積	每攤位每小時收費 〔只適用於參展商佈展當晚〕
50 平方米或以下	首小時 10,900 港元，其後每小時 8,650 港元
51-100 平方米	首小時 13,100 港元，其後每小時 9,750 港元
101 - 500 平方米	首小時 17,400 港元，其後每小時 13,000 港元

- II) **離場超時租場**—即離場日午夜 12 時後進行工作，收費將按攤位面積計算。

攤位面積	每攤位於展覽會完結日翌日工作收費
50 平方米或以下	首小時 10,900 港元，其後每小時 8,650 港元
51-100 平方米	首小時 13,100 港元，其後每小時 9,750 港元
101 - 500 平方米	首小時 17,400 港元，其後每小時 13,000 港元

備註：

- 1) 超時工作不足一小時亦作一小時計。
- 2) 需視乎場地情況而定，亞洲博覽館對超時工作有絕對的決定權。
- 3) 不適用於分散的攤位。

多謝合作！

## Circular (21) – Insurance

The Exhibitor shall take out insurance policies to cover itself against all potential liabilities imposed on it in these Conditions as well as possible legal liability for negligence and shall produce such policy of insurance to the Organiser upon request. For insurance coverage details, please refer to Exhibitor Manual Point 70-72 under “Rules & Regulations”.

## 通告(21) – 保險

參展商必須就本細則可能對其構成的所有潛在責任，以及可能因疏忽而招致的法律責任購買保險。有關投保範圍，詳情請參閱參展商手冊的展覽會規則第 70 至 72 條。



## Circular (22) - Fluorescent Lamps Recycling Programme

Fluorescent lamps (straight tubes, round tubes, energy saving lamps) and high intensity discharge lamps (e.g. mercury vapour lamp, metal halide lamp and sodium lamp) contain mercury. Release of mercury from broken lamps can contaminate the surrounding and create health hazard through inhalation or skin contact. Proper handling and disposal should be made in order not to harm humans and the environment and to comply with the relevant legal requirements.

Some recycling bins have been placed in Halls 8-10 of AsiaWorld-Expo for disposing mercury lamps. Other lighting products that can be reused can also be placed at these recycling bins.

Please be considerate by making use of the facilities provided. For enquiries, please proceed to Fair Management Office which located at Room 106 or call 852-1830668.

Your cooperation is highly appreciated.

Hong Kong Trade Development Council

## 通告(22) - 慳電膽及光管回收計劃

各類熒光燈管（直管、圓管和慳電膽）及高強度氣體放電燈（如水銀蒸氣燈、金屬鹵化物燈和鈉燈）都含水銀。若燈管破爛，所釋出的水銀會污染附近環境，不慎吸入或接觸皮膚更會危害人體健康。故此應按相關法例規定作適當棄置處理。

亞洲國際博覽館 8 至 10 號展館內設置多個回收筒供棄置水銀燈管之用。其他仍可使用之照明產品亦可放置於以上回收筒作循環再用。

為保護環境及在場工作人員的健康著想，請各承建商充分善用該項設施。如有查詢，請前往設於 106 室之主辦機構辦事處或致電 852-1830668 向有關職員查詢。

感謝閣下之衷誠合作！

順祝  
商祺

香港貿易發展局

## Circular (23) – The Energy Efficiency (Labelling of Products) Ordinance, Cap. 598

Please note that with the coming into effect of the Energy Efficiency (Labelling of Products) Ordinance, Cap. 598, (the "Ordinance") on 9 May 2008, compact fluorescent lamps ("CFLs") are now prescribed products in Hong Kong subject to the provisions of the Ordinance.

Starting from 9 November 2009, CFLs are required to be supplied with energy labels in Hong Kong. Any person who supplies CFLs without energy labels in Hong Kong will commit an offence and may be liable to a fine of HK\$100,000.

Accordingly, Exhibitors should be aware that CFLs supplied at the World of Outdoor Lighting & Lighting Accessories will have to bear the necessary energy labels.

For further information on the provisions of the Ordinance and the application for energy labels, please contact the Electrical and Mechanical Services Department ("EMSD") (Public Enquiry Hotline: (852) 28083465; website: <http://www.emsd.gov.hk>) which has issued a "Code of Practice on Energy Labelling of Products" (downloadable at [http://www.energylabel.emsd.gov.hk/tc/doc/2014%20MEELS%20Code%20of%20Practice%20\(Chi\)%20\(Final\).pdf](http://www.energylabel.emsd.gov.hk/tc/doc/2014%20MEELS%20Code%20of%20Practice%20(Chi)%20(Final).pdf)) as a technical guide for manufacturers, importers and suppliers of prescribed products to apply for the necessary energy labels and comply with the provisions of the Ordinance.

Thank you very much for your attention.

## 通告(23) – 香港法律第 598 章《能源效益(產品標籤)條例》的實施

緊湊型熒光燈已經從 2008 年 5 月 9 日起，成為被實施的香港法律第 598 章《能源效益(產品標籤)條例》(“該條例”)所規管的訂明產品。

該條例規定從 2009 年 11 月 9 日開始，所有在香港供應的緊湊型熒光燈必須附有該條例規定的能源標籤。任何人士在香港供應沒有能源標籤的緊湊型熒光燈即屬違法，可能被判處港幣 10 萬元罰款。

因此，參展者應注意，在戶外照明及燈飾配件世界供應的緊湊型熒光燈將需要附有法例規定的能源標籤。

有關該條例之內容和申請能源標籤的進一步資料，參展者可以查詢機電工程處(公眾諮詢熱線：(852) 2808 3465; 互聯網址：<http://www.emsd.gov.hk>)。機電工程處已根據該條例發出《產品能源標籤實務守則》，幫助生產商、進口商和供應商遵守該條例的規定和申請必須的能源標籤。參展者可於 [http://www.energylabel.emsd.gov.hk/tc/doc/2014%20MEELS%20Code%20of%20Practice%20\(Chi\)%20\(Final\).pdf](http://www.energylabel.emsd.gov.hk/tc/doc/2014%20MEELS%20Code%20of%20Practice%20(Chi)%20(Final).pdf) 下載該實務守則。

敬請留意。

## Circular (24) – Caution on Fraudulent Emails

In view of the recent incidents of fraudulent emails in the market, HKTDC would like to remind our exhibitors to stay vigilant and take extra precautions. We hope that the following tips may help to raise your awareness.

- 1) Ensure that the email is genuinely from HKTDC
  - Always identify the sender of the email from its domain.
- 2) Check the HKTDC disclaimer
  - All emails sent from HKTDC will carry the Council's disclaimer at the bottom of the email.
- 3) Reconfirm bank account number and beneficiary name (Hong Kong Trade Development Council) when making payments.
- 4) Always use trusted Wi-Fi network

There is always security risk when using untrusted public Wi-Fi network to access emails. It is possible that hackers can capture your emails or send fraudulent emails to you on untrusted Wi-fi network.

The above is for reference only. In case of doubt, please contact HKTDC hotline at +852 1830 668 and quote the fair name concerned.

## 通告 (24) - 小心提防欺詐電郵

有鑑於近日市面出現欺詐電郵騙案，香港貿發局特意提醒各參展商注意以下事項，並時刻提高警覺。

- 1) 確保電郵由香港貿發局發出
  - 經常檢查電郵發件人之域名
- 2) 檢查電郵是否附有香港貿發局之免責聲明
  - 所有由香港貿發局發出之電郵底部均附上免責聲明
- 3) 付款前小心核對銀行戶口號碼及匯款賬戶名稱 (香港貿易發展局或 Hong Kong Trade Development Council)
- 4) 避免使用公眾無線網絡  
參展商如使用公眾無線網絡開啟電郵，隨時有機會被黑客截取郵件，以他人名義發放虛假電郵予貴公司。

以上各項提示僅作參考，如有任何疑問，請隨時致電本局熱線：+852 1830 668 並提供參展展會的名稱。

## Circular (25) - Move-out Regulations

Please note that many buyers have to utilize all opening hours in the 4-day event to schedule and complete their visits at the Fair. We have received several complaints about exhibitors who had removed all the exhibits well before the official closing time. In order to maintain a good image of the Fair and to protect the interests of all exhibitors and buyers, **move-out of exhibits is prohibited before 5:00 p.m. on 1 November 2024**. According to clause 46 in the exhibition rules & regulations listed on the application form – no stand or exhibits shall be dismantled or removed before the official closing time. Our staff will conduct on-site spot-checks in the afternoon of 1 November 2024. Exhibitors who violated such rule will be served a warning letter.

### Performance Bond

If an exhibitor violates the rules in Hong Kong International Outdoor and Tech Light Expo and receives a warning letter issued by the Hong Kong Trade Development Council, the exhibitor must place a deposit (performance bond) when they apply for Hong Kong International Outdoor and Tech Light Expo 2025. The amount of the performance bond is based on the exhibitor's booth size as follows:

Booth Area in 2025	Performance Bond Amount
9-35sq.m.	HK\$5,000 / US\$650
36-89sq.m.	HK\$10,000 / US\$1,300
90-161sq.m.	HK\$20,000 / US\$2,600
162sq.m. or above	HK\$40,000 / US\$5,200

Concerned exhibitors have to pay the performance bond by cheque to the HKTDC Exhibitions Department. Further details shall be found in the invitation letter for Hong Kong International Outdoor and Tech Light Expo 2025.

Application to the Hong Kong International Outdoor and Tech Light Expo 2025 will not be accepted if the exhibitor fails to pay the performance bond on or before the deadline.

**If an exhibitor violates the rule again during the Hong Kong International Outdoor and Tech Light Expo 2025 the full amount of the performance bond will be forfeited.** Otherwise the deposit will be returned in full after the exhibition period of the Fair.

The deduction of performance bond does not remove any obligation from exhibitors to comply with all terms and conditions. If an exhibitor fails to comply with the above rules and the violations persist, the Organiser reserves the right to penalize the exhibitor, including but not limited to delaying the exhibitor's turn in the booth selecting process, or to cancel its entitlement to exhibit at the Fair in the future.

Thank you for your cooperation and kind understanding.

Exhibitions Department  
Hong Kong Trade Development Council

**通告(25) - 撤館規則**

主辦機構去年接到不少買家投訴參展商提早撤離展館，影響其預定的參觀計劃。為了保持展覽會及參展公司專業和良好的形象，以及保障所有參展商及買家的利益，所有參展商**嚴禁於 11 月 1 日下午 5 時前把展品搬離會場**。參展申請表內的展覽會規則第 46 項，已列明展商須於展覽結束後，才可收拾展品，請各參展商務必遵守。主辦機構將於 11 月 1 日下午派員巡察各展館，如發現展商違規，主辦機構將即時發出警告信。

**違規罰款按金**

如參展商於 2024 年香港國際戶外及科技照明博覽展覽會規則 46 條有關撤館規則，並收到香港貿發局所發出之違規通知書，在申請參與「2025 年香港國際戶外及科技照明博覽」時，參展商必須繳付違規罰款按金。違規罰款按金將按展台的大小而定：

2025 年展台面積	違規罰款按金
9-35 平方米	港幣\$5,000 / 美金\$650
36-89 平方米	港幣\$10,000 / 美金\$1,300
90-161 平方米	港幣\$20,000 / 美金\$2,600
162 平方米或以上	港幣\$40,000 / 美金\$5,200

有關參展商必須於來年報名時將罰款按金以劃線支票形式交回香港貿發局展覽事務部。詳情將列於 2025 年香港國際戶外及科技照明博覽的參展邀請函。如參展商未能於指定日期前繳付違規罰款按金，主辦機構將不會接納參展商於「2025 年香港國際戶外及科技照明博覽」的申請。

**如參展商於 2025 年再度違規，違規罰款按金將會被沒收。**如參展商於 2025 年展覽期間並無任何違規事宜，所有按金將於展會後退回。

徵收違規罰款並不代表在繳付罰款之後參展商便可排除等責任，故參展商若繼續違規，不予改善，屬於嚴重違規行為，主辦機構將保留權利押後該公司未來於香港國際戶外及科技照明博覽的選擇攤位次序，甚至取消其將來參展香港國際戶外及科技照明博覽的資格。

敬希各參展商能遵守以上展覽會規則，多謝合作！

預祝 展出成功

香港貿易發展局

## Circular 26: Tropical Cyclones, Black Rainstorm Warning & Extreme Conditions Arrangement

All exhibitors are requested to note the emergency measures under the following situations. The measures will be implemented should there be a Tropical Cyclone (commonly known as “typhoon”) or Black Rainstorm Warning Signal during HKTDC Hong Kong International Outdoor and Tech Light Expo 2024

### A. Special Arrangements for Tropical Cyclone Warning Signal

#### I. During Move-in, Move-out

1. If a Pre-No. 8 Special Announcement, or Tropical Cyclone Warning Signal No. 8 (or above) is issued during the move-in and/or move-out period, the move-in and move-out procedure will continue if situation allows.

#### II. Prior to Opening Hours

1. If a Pre-No. 8 Special Announcement is **issued before 8:30am**, the fair will remain **closed**. In the rare situation when a Tropical Cyclone Warning Signal No. 8 (or above) is issued before 8:30am without a Pre-No. 8 (or above) Special Announcement, the same arrangement will apply.
2. If a Tropical Cyclone Warning Signal No. 8 is **cancelled at or before 2pm**, the fair will re-open to the visitors **two hours after** the Tropical Cyclone Warning Signal No. 8 is cancelled. Exhibitors will be allowed to enter the fairground for preparation **one hour after** the Tropical Cyclone Warning Signal No. 8 is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public.
3. The fair, however, will remain closed if the Tropical Cyclone Warning Signal No. 8 is **cancelled after 2pm**.

#### III. During Opening Hours

1. Once the Hong Kong Observatory issues a **Pre-No. 8 Special Announcement**, giving advance notice to the public that a Tropical Cyclone Warning Signal No. 8 will be issued during the fair’s opening hours, the fair will close in two hours. The Organiser will broadcast such notice to exhibitors and visitors at once. Exhibitors and visitors will be requested to leave the exhibition venue as soon as possible.
2. **In the rare situation when a Tropical Cyclone Warning Signal No. 8 (or above) is issued without a Pre-No. 8 (or above) Special Announcement**, the fair will close immediately. The Organiser will broadcast such notice to exhibitors and visitors at once. Exhibitors and visitors will be requested to leave the exhibition venue immediately.

### B. Special Arrangements for Black Rainstorm Warning or “Extreme Conditions” Signal

#### I. During Move-in, Move-out

1. If a Black Rainstorm Warning Signal or “Extreme Conditions” is issued during the move-in and/or move-out period, the move-in and move-out procedure will continue if situation allows.

## II. Prior to Opening Hours

1. If a Black Rainstorm Warning Signal or “Extreme Conditions” is **issued before 8:30am**, the fair will remain **closed**.
2. If a Black Rainstorm Warning Signal or “Extreme Conditions” is **cancelled at or before 2pm**, the fair will re-open to the visitors **two hours after** the Black Rainstorm Warning Signal is cancelled. Exhibitors will be allowed to enter the fairground for preparation **one hour after** the Black Rainstorm Warning Signal or “Extreme Conditions” is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public.
3. The fair, however, will remain closed if Black Rainstorm Warning Signal or “Extreme Conditions” is **cancelled after 2pm**.

## III. During Opening Hours

1. If a Black Rainstorm Warning Signal or “Extreme Conditions” is issued during the fair’s opening hours, the fair will **remain open**. Exhibitors and visitors onsite will be encouraged to stay in the exhibition venue for their own safety.

^Under “extreme conditions” caused by adverse weather, such as serious disruption of public transport services, extensive flooding, major landslides or large-scale power outage after super typhoons, the Government will review the situation (including public transportation and other aspects) and make announcement to the public.

## C. Insurance

1. The Exhibitor shall take out insurance policies to cover itself against all potential liabilities imposed on it in these Conditions as well as possible legal liability for negligence and shall produce such policy of insurance to the Organiser upon request. For details, please refer to “Rules & Regulations”

## D. Other Issues

1. The Organiser will make an announcement on the above special arrangements through the fair website and the mass media, including radio and television stations. Exhibitors may call the HKTDC customer service hotline, at (852) 1830668, should they have any question concerning the above arrangements.
2. Implementation of the above special arrangements may be adjusted at the time, depending on the actual conditions. The Organiser will announce the changes, if any, as soon as possible.



## 通告 26: 熱帶氣旋、黑色暴雨警告訊號或極端情況下的安排

敬請各參展商留意以下熱帶氣旋（俗稱“颱風”）或黑色暴雨警告訊號或「極端情況」下，主辦機構於香港貿發局香港國際戶外及科技照明博覽展 2024 所作出之特別安排。

### 甲、熱帶氣旋警告訊號下之特別安排

#### (一) 進館日、撤館日

1. 如八號預警或八號（或以上）熱帶氣旋警告訊號於進館日及/或撤館日發出，進館及撤館程序將在情況許可下繼續進行。

#### (二) 展覽會開放前

1. 如八號預警於上午 8 時 30 分前發出，展覽會將暫時關閉。在罕有情況下，如八號（或以上）熱帶氣旋警告訊號在未有發出預警下於上午 8 時 30 分前懸掛，展覽會同樣暫時關閉。
2. 如八號熱帶氣旋警告訊號於下午 2 時或之前取消，展覽會將會在八號熱帶氣旋警告訊號取消兩小時後重開予參觀人士。在情況許可下，參展商可以在八號熱帶氣旋警告訊號取消一小時後進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。
3. 若八號熱帶氣旋警告訊號於下午 2 時後取消，展覽會將繼續關閉。

#### (三) 展覽會進行期間

1. 當香港天文台發出八號預警提醒公眾八號熱帶氣旋警告訊號將於展覽會進行期間懸掛，主辦機構將立刻作出廣播，宣布展覽會將於兩小時後關閉，並請現場參展商及參觀人士盡快離開會場。
2. 在罕有情況下，如八號（或以上）熱帶氣旋警告訊號在未有發出預警下懸掛，主辦機構將立刻作出廣播，宣布展覽會即時關閉，並請現場參展商及參觀人士立即離開會場。

### 乙、黑色暴雨警告訊號或「極端情況」下之特別安排

#### (一) 進館日、撤館日

1. 如黑色暴雨警告訊號或「極端情況」於進館日及/或撤館日發出，進館及撤館程序將在情況許可下繼續進行。

#### (二) 展覽會開放前

1. 如黑色暴雨警告訊號或「極端情況」於上午 8 時 30 分前發出，展覽會將暫時關閉。
2. 如黑色暴雨警告訊號或「極端情況」於下午 2 時或之前取消，展覽會將會在黑色暴雨警告訊號取消兩小時後重開予參觀人士。在情況許可下，參展商可以在黑色暴雨警告訊號取消一小時後進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。
3. 若黑色暴雨警告訊號或「極端情況」於下午 2 時後取消，展覽會將繼續關閉。

### (三) 展覽會進行期間

1. 如黑色暴雨警告信號或「極端情況」於展覽會進行期間發出，展覽會將**繼續舉行**，主辦機構將立刻作出廣播，呼籲在場參展商及參觀人士留在會場，直至到黑色暴雨警告信號或「極端情況」取消為止，以策安全。

如因惡劣天氣引致「極端情況」，例如公共交通服務嚴重受阻、廣泛地區水浸、嚴重山泥傾瀉或大規模停電，政府會審視情況(包括公共運輸及其他範疇)，決定是否需要發出「極端情況」公布。

### 丙、保險

1. 就可能因疏忽而招致潛在的法律責任，敬請各參展商購買保險。

### 丁、其他注意事項

1. 主辦機構會透過展覽會網頁、電台及電視台等各傳播媒介公布以上特別安排。參展商如有任何疑問，可致電香港貿發局客戶服務熱線查詢，電話：(852) 1830668。
2. 主辦機構可能因應現場實際情況而調整以上安排。如有任何改動，主辦機構會盡快公布有關細節。

**Circular 27: Products prohibited at the HKTDC Hong Kong International Lighting Fair (Autumn Edition).**

In order to promote the sustainable development of the Hong Kong International Lighting Fair (Autumn Edition) (LFAE) and the Hong Kong International Outdoor and Tech Lighting Expo (IOTLE), **the display of the following products, which are not on the exhibit profile of LFAE**, will be prohibited (the following pictures are for reference only):

A · Street Light



B · Stadium Light



C · Solar Light



D · Flood Light



The abovementioned product categories will only be allowed at IOTLE. Please refer to Appendices 1 and 2 for the exhibit profile of LFAE and IOTLE.

To exhibitors fail to comply with the rule, we reserve the right and will have no hesitation to ask the Exhibitor to immediately relocate to conforming product section/fair and/or terminate its participation in the Exhibition, without any recourse on our part.

If you have any questions, please do not hesitate to contact us.

We would like to thank you in advance for your cooperation and understanding in complying with the abovementioned rule which have been brought to your special attention. This rule exists to keep a fair and profitable business environment for all participants in the Exhibition.

Thank you for your understanding and cooperation, and I wish you a smooth exhibition!

Yours faithfully



Hong Kong Trade Development Council

**通告(27)：關於禁止在香港貿發局香港國際秋季燈飾展展示的四類產品**

為促進香港國際秋季燈飾展（秋燈展）和香港國際戶外及科技照明博覽（戶外照明展）的健康發展，並明確兩展產品分類，現特此通知，以下四類不在秋燈展的展品清單之內的產品，將被禁止於秋燈展展出（以下圖片只供參考）：

A. 路燈



B. 體育場館燈



C. 泛光燈



D. 泛光灯



上述四類產品只可以在戶外照明展上展示。有關兩展可展出產品清單，請參考附件一和二。

此安排旨在維護展會的整體秩序和形象，保障所有參展商的利益，為所有參展商提供一個公平有利的展覽環境，推動展會的健康發展。請各參展商嚴格遵守展會規定，避免展示上述四類禁止產品。如有違反，敝局有權採取行動，要求參展商即時重新安排展品，或終止其參展權，參展商並無追索權。請各參展商務必核對所展產品，確保合規。如有任何疑問，請及時與我們聯繫。感謝您的理解與合作，祝您展會順利！

敬祝 商祺

香港貿易發展局



## Circular (28) – Nomination of Overseas Buyers for Hotel Sponsorship

Thank you very much for your keen support to our fair, which is expected to be patronised by more than 3,000 exhibitors from over 30 different countries and regions. In order to maximise the effectiveness of your participation, we have launched a worldwide visitor promotion campaign over the past year, which includes:

- Global advertising campaign and special editorial coverage in major lighting publications and international newspapers;
- Promotional counters at major international lighting fairs;

To encourage the participation of more quality buyers, we are launching a hotel sponsorship programme in Hong Kong for selective overseas buyers to visit our fair. In this regard, we would like to ask for your nomination of the appropriate buyers. We shall give you due credit when extending the offer to the buyers and advise you the outcome of your nomination afterwards. Please note, however, that we shall have the final discretion in selecting the buyers for extending the offer, and that priority will always be given to those who have not visited our fair before.

- 1) Exhibitors of HKTDC Hong Kong International Lighting Fair (Autumn Edition) 2024, Hong Kong International Outdoor and Tech Light Expo 2024 and Eco Expo Asia 2024 are not eligible for the above sponsorship programme.
- 2) HKTDC will reject any applications for other buyer incentive programmes, including those of concurrent fairs, from staff members of the same company once the VIP offer is granted.
- 3) This offer is available on a first-come-first-served basis and subject to confirmation by HKTDC.

To facilitate our preparation work, please make use of the nomination form attached and observe the submission deadline of **27 September 2024.**

We hope, with your full support in the promotion campaign, you will be able to capture the greatest business opportunities at the forthcoming trade show.

For queries, please contact Mr Cyril Fok on tel: (852) 2240 4203, fax: (852) 2169 9169 or e-mail: [cyril.kc.fok@hktdc.org](mailto:cyril.kc.fok@hktdc.org).

Hong Kong Trade Development Council



**通告(28) - 酒店贊助海外買家推薦**

感謝 貴司對香港貿發局香港國際戶外及科技照明博覽 2024 的支持。今屆舉行的香港國際燈飾展，預計有來自 30 多個國家及地區 3,000 多家參展商參與是次盛會。為了吸引更多海外買家到場與 貴司洽談業務，主辦機構在過去一年積極實行了全球買家推廣計劃，其中包括：

- 全球媒體廣告計劃，遍及世界各地著名的燈飾雜誌；
- 於世界著名燈飾展設置宣傳攤位；

為進一步吸引國際高質素燈飾進口商及連鎖店買家到場採購，主辦機構將提供香港酒店贊助予被挑選的主要買家。因此，我們誠邀 閣下提名合適的海外買家。被揀選邀請的買家將會收到列出提名公司名稱的邀請函。同時，我們亦會通知 貴公司提名的結果。從未參觀過香港國際秋季燈飾展的新買家將可獲優先權，主辦機構將保留最終選擇權利。

- 1) 此贊助計劃並不適用於「香港國際秋季燈飾展 2024」、「香港國際戶外及科技照明博覽 2024」或「國際環保博覽 2024」的參展商。
- 2) 香港貿發局保留修改此條款，取消及終止酒店贊助之權利，而毋須預先另行通知。如有任何爭議或更改，香港貿易發展局擁有最終決定權。
- 3) 每家公司只獲贊助於指定期間（2024 年 10 月 28 - 11 月 1 日）所選酒店的一間房間之房租（包括稅項及服務費）。此項贊助之申請以先到先得方式批核。

為了給予主辦機構充足的時間安排，請閣下填妥買家推薦表格，並於 **2024 年 9 月 27 日前**回覆。

主辦機構將繼續以 貴公司的利益為依歸，務求透過展覽會為 貴公司締造一個具效益、高增值的宣傳渠道。

詳情請電 (852) 2240 4203 或 傳真 (852) 2169 9169 或 電郵 [cyril.kc.fok@hktdc.org](mailto:cyril.kc.fok@hktdc.org) 與霍竟昌先生洽。

祝各參展商展出成功。

香港貿易發展局



To : Mr. Cyril Fok, Hong Kong Trade Development Council (HKTDC)  
Fax : (852) 2169 9169

From (Exhibitor Name): \_\_\_\_\_

HKTDC Hong Kong International Outdoor and Tech Light Expo 2024  
香港貿發局香港國際戶外及科技照明博覽 2024  
29 / 10 - 1 / 11 / 2024

Overseas Buyers Nomination Form for Hotel Sponsorship 酒店贊助海外買家推薦表格

截止日期 Submission Deadline – 27 / 9 / 2024

推薦買家資料 Information of Nominated Buyer

公司名稱  
Name of Company: \_\_\_\_\_

買家姓名 (先生/小姐)  
Name of Person: Mr. / Ms. \_\_\_\_\_

職位 Position: \_\_\_\_\_

公司地址 Address: \_\_\_\_\_

國家 Country: \_\_\_\_\_ 郵編 Postal Code: \_\_\_\_\_

電話 Tel: \_\_\_\_\_ 傳真 Fax: \_\_\_\_\_

電子郵件 E-mail: \_\_\_\_\_

網址 Web-site: \_\_\_\_\_

公司業務 Nature of Business: \_\_\_\_\_  
(Wholesaler, Importer, Buying Agent, Distributor, Retailer etc.?)


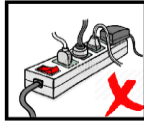
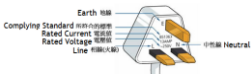

買家首次參觀香港國際戶外及科技照明博覽? Buyer would be visiting the fair for the first time?  
 是 Yes  否 No

請復印此表格作更多買家提名。本局保留最終選擇權利，從未參觀過香港國際戶外及科技照明博覽的買家將獲優先考慮。如有查詢，請致電 (852) 2240 4203 與霍先生聯絡。

Please copy this nomination form for nominating more than 1 buyer. Priority of hotel sponsorship will be given to new overseas visitor, and is subject to sole discretion of the HKTDC. For further queries, please contact Mr Cyril Fok at tel: (852) 2240 4203.

**Circular (29) - Attention to All Exhibitors (onsite)**  
**通告(29) 參展商現場注意事項**

**Electricity Supply 電力供應**

 	<p>Exhibitor should check which type of socket you have ordered including those standard socket included in the booth provided by organizer (if any) and its power limitation. Each socket can connect <b>one</b> electrical appliance only. The fuse will be broken if electricity consumption exceeds the power supply limit. <b>HKD50 will be charged for each fuse re-installation. <u>No multi-plug or extension cord are allowed to be connected to the socket.</u></b> HKTDC reserves the right to suspend the electricity supply until the problem is rectified by the exhibitor concerned.</p> <p>參展商請留意閣下所租用或大會提供(如包括)之電力插座供電量，每一個插座均有其負電上限，以及只供單一電器使用，切勿超過負荷，以免保險絲斷路。現場重新安裝保險絲的費用為港幣五十元。<b>參展商切勿於插座上安裝萬能插頭或拖板</b>，一經發現本局將保留終止供電權利直至有關參展商將問題插座改正。</p>
	<p>The electrical appliance used by the exhibitor on-site should be a 3-pin plug and in compliance with the electrical safety requirements (as shown in the picture).</p> <p>參展商所用之電器用品必須使用符合電力安全規格的三腳插頭(如圖示)。</p>
	<p>For those exhibitors who ordered lighting connections only, please contact the "Technical Services Counter" for power supply once your lightings are installed. The exhibitors shall be solely responsible for any consequences caused by the electrical appliances they bring to the fair. Please do not exceed the power supply limit.</p> <p>參展商若已租用電力接線服務(供自行攜帶及安裝電燈使用)，在自行安裝電燈後，請聯絡會場之“攤位設施服務台”以便安排電力接駁。參展商將對自行攜帶之電器用品所引致之任何結果負擔所有責任，切勿超過負荷。</p>

**Fair System & Furniture 攤位結構及傢俱**

	<p>No tapes, nails, fixtures, removals or modifications of any kind are allowed to be applied to the official booth structure. <b>No additional booth fitting (including exhibitor's own shelves), structure, lighting, display, decoration items or exhibits can be attached, by any means, to the aluminium profile or structure or panels or fascia of the booth.</b> Please request for booth modifications at our Technical Services Counter ONLY. Exhibitors are liable to any damage caused to their booth fixtures and fittings at the fair.</p> <p>攤位結構不得擅自作任何形式之拆除、改裝或張貼任何東西，亦不得釘上任何釘子。展台的鋁架或結構或圍板或公司名牌上均<b>不能以任何方式附加任何額外的展台裝置</b>(包括自攜層架)、結構、燈具、陳列品、裝飾物或展品等。如需作出改動，請於攤位設施服務台作現場申請。展覽攤位及展場內裝置如有任何損壞概由參展商負責賠償。</p>
	<p>Each square metre of wooden shelf and cabinet top can <b>only support weight under 3kg</b>. Hanging objects from ceiling beams and system panels are prohibited. For safety reasons, standing on the table, chairs, cabinet tops or showcase tops, etc. are strictly prohibited.</p> <p>每米木層板及地櫃櫃面只能負重<b>不超過三公斤</b>之物件。天花橫樑及攤位圍板嚴禁懸掛任何物件。基於安全理由，嚴禁站立在桌子、椅子、地櫃或展示櫃等上。</p>

The exhibitor undertakes to indemnify the organizer from any claims caused by their decoration / construction works done to the shell scheme.  
 參展商保證，對於任何因其或其聘用之承建商於展台施工或佈置而引致的索償，主辦機構毋須負責。

The exhibitor is recommended to take out insurance policies to cover itself against all potential liabilities. The exhibitor shall be solely responsible for death, injury, damages or any consequences in relation to the violation of any of the above guidelines.  
 建議參展商須就可能對其構成的所有潛在責任購買保險。若違反以上任何指引，參展商將對引致之死亡、人身傷害、損失或任何後果擔負所有責任。



**Circular (30) – Security Measures Against Thefts and Losses at the Fair**

As part of our continuing effort to improve security measures against potential thefts and losses of exhibitors' goods and displays at the fair, the Hong Kong Trade Development Council (HKTDC) will put in place the following measures and revised procedures:

1. Opening hours for exhibitors to enter the fairground will be as follows:

	<u>For Exhibitors</u>	<u>For Visitors</u>
29 October- 1 November 2024 (Tue-Fri)	9:00 am	9:30 am

2. Extra security staff will be deployed in all the halls during daily morning set-up and end of fair move-out periods. As most past incidences of thefts and losses, although few in numbers, had occurred during the set-up and move-out periods, exhibitors are advised to be extra vigilant during these periods.
3. Enlarged prints will be used for the booth number on all exhibitors' badges for easy identification, especially during set-up and move-out periods.
4. Curtains for standard booths and premium booths exhibitors will be provided in the exhibitor check-in kit. Please use the curtains for retaining privacy of your exhibits during non-opening hours.

**These measures are designed to improve security against losses and thefts but are by no means full-proof. Therefore, we will continue to rely on your co-operation and vigilance. Exhibitors are also reminded that the responsibilities for ensuring sufficient insurance cover against any losses or damages rest on the exhibitors and not the organiser.**

Thank you for your continuing support and we wish you every success at the forthcoming trade fair.

**通告(30)-有關防止展品遺失或盜竊的保安措施**

香港貿易發展局(香港貿發局)一向不遺餘力改善保安措施，以防止各參展商的展品遺失或遭盜竊。為更有效保障各參展商於展覽期間的財物安全，本局特作出下列的保安預防措施：

**1. 展覽會開放時間**

參展商進館時間將為：

	參展商	參觀人士
2024年10月29至11月1日(星期二至五)	上午九時正	上午九時三十分

**2. 加強保安巡邏**

本局將於每日早上進館及晚上離館期間額外聘用更多保安護衛，加強保安巡邏會場以確保場館及展品安全。由於以往展品遺失或盜竊事件通常發生於進館及離館時間，參展商亦必須特別提高警覺。

**3. 參展商工作証**

為更有效地識別各參展商的身份及所屬之攤位，本局將採用較大字體列印參展商工作証上的攤位號碼，以方便分辨各參展商的身份。

**4. 攤位布簾**

本局將提供攤位布簾給標準攤位及特級攤位的參展商，以保障各攤位內於非開放時間的私隱。

為更有效及全面地防止展品遺失或盜竊，除配合以上的保安措施外，最終還有賴各參展商的合作及提高警覺。參展商亦應替其展品投購保險，以減低展品遺失或盜竊之損失。

多謝各參展商支持，謹預祝展出成功。

## Special Circular (31) : Brand-new Scan2Match Service



Continue generating sales leads during and even after the physical fair with **Scan2Match!** Have buyers scan your exhibitor QR code on your booth to obtain a list of potential buyers via Click2Match and continue to connect with them online to explore more business opportunities.

Scan2Match is a new feature of EXHIBITION+ model that enables offline-to-online connection for buyers and exhibitors. Using the HKTDC Marketplace App, buyers can scan the QR codes of exhibitors' booths and product showcases, allowing them to view product / service detail, schedule meetings, add them to favourites list, view the e-floorplan, and even chat with exhibitors and send enquiries during or after the fair to continue the sourcing journey.

**A physical foamboard printed with a unique QR code for will be pre-installed / delivered to exhibitor for each exhibitor on or before 28 Oct (move-in day).**

Exhibitors can **access the dashboard via the fair website or hktcd.com Sourcing**, which provides a summary of the buyers' profile including the buyer's name, company, country/region and scan date. Using the Message Centre, exhibitors can initiate a chat with the buyer to start a conversation and build business connections even after physical fair ends.

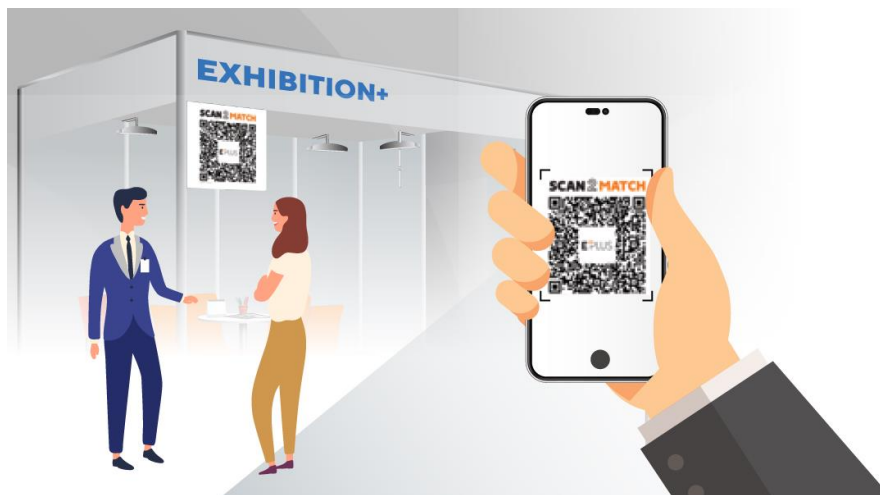
For more information, please visit: <https://eplussupport.hktcd.com/hc/en-us/articles/20414911990041Scan2Match-Introduction-Who-has-scanned-my-QR-Code-English-5-min-32-sec->

Sample illustrations and recommended placement of the QR Code could be found at the Appendix to this Circular.

## Join the Most Scanned Exhibitors Campaign and Boost Your

### Business

“Scan2Match” is one of the key components of the *Exhibition Plus* hybrid exhibition model, enabling buyers to stay connected with exhibitors online, allowing the sourcing journey to continue even after the fair period. To foster even stronger business connections between buyers and exhibitors, the “**Most Scanned Exhibitors**” campaign will be launched during Hong Kong International Outdoor and Tech Light Expo to drive greater adoption and utilisation of the Scan2Match service.



If you have the Scan2Match QR codes, display them at your booth and encourage buyers to scan them so that you can stay connected with the buyers even after the fair. The top 5 exhibitors with the most accumulated scans will enjoy **FREE EXPOSURE** daily\* to highlight their achievements. Leaderboard will be shown on the digital screens located in different halls of the fairground and on our social media channels. Don't miss this chance to boost your exposure and business potential at the fair.

*\*The number of scans will be counted based on unique buyers. If a buyer scans an exhibitor more than once, it will only be counted as one scan. No campaign activities will be held on the last day of the fairs.*

**重要通告(31)：全新「掃碼易」(Scan2Match) 服務**

使用「掃碼易」(Scan2Match)讓展商在展覽期間及之後與買家延續聯繫。買家在展覽期間掃描展商攤位內之專屬二維碼，展商便能透過「商對易」輕鬆收集買家名單並進行線上洽商，尋找更多商機。

「掃碼易」(Scan2Match)是「展覽+」模式的新功能，為買家和參展商提供線下到線上的無縫聯繫。買家可以使用 HKTDC Marketplace (香港貿發局商貿平台) 應用程式，在展位和產品陳列櫃中掃描 Scan2Match 二維碼，與展商建立商貿聯繫。方便買家與展商聯絡、發送訊息、預約會議、瀏覽產品/服務詳細信息、將其添加入我的最愛以及查看電子平面圖。

在 10 月 28 日 (進館日) 或之前，大會將於當日派發或預先在展商攤位安裝一個實體二維碼展示板。

展商可以通過展會網站或「貿發網採購」後台，帳戶概覽 (dashboard) 獲取買家概況摘要，包括買家姓名、公司、國家/地區和掃描日期。另外，使用訊息中心，展商可以主動聯繫買家，在展會結束後，仍可繼續與已掃描二維碼的買家保持聯繫。

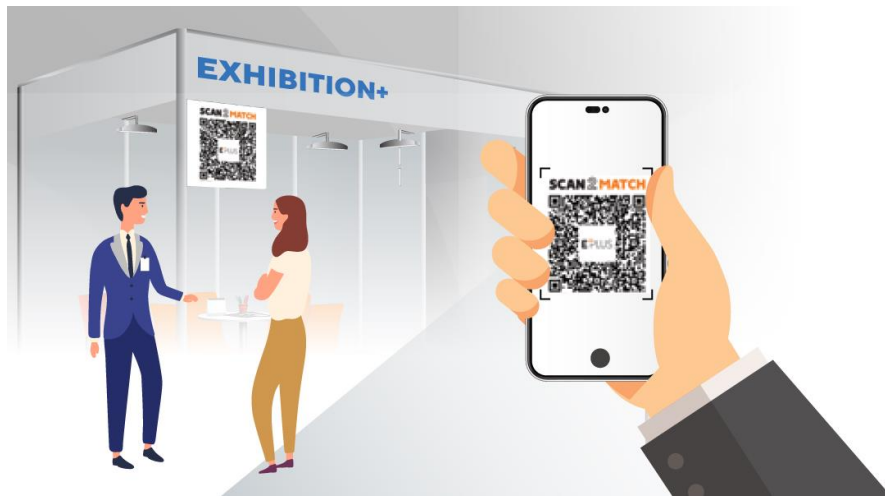
更多資訊，可瀏覽：

<https://eplussupport.hktdc.com/hc/zh-hk/articles/20414911990041-%E6%8E%83%E7%A2%BC%E6%98%93%E7%B0%A1%E4%BB%8B-%E8%AA%B0%E6%8E%83%E6%8F%8F%E4%BA%86%E6%88%91%E7%9A%84%E4%BA%8C%E7%B6%AD%E7%A2%BC-%E5%BB%A3%E6%9D%B1%E8%A9%B1-6%E5%88%86-42%E7%A7%92->

二維碼展示板的樣本和建議擺放方法可參考附件。

## 參加「最多買家掃描的參展商」活動 打開無限商機


「掃碼易」(Scan2Match)是「展覽+」線上線下融合展覽模式的重要元素之一，讓買家能夠在線上與展商保持聯繫，即使在實體展會後仍可繼續採購之旅。為了促進買家和展商之間更緊密的業務聯繫，「最多買家掃描的參展商」活動將在香港國際戶外及科技照明博覽舉行，以推動更多買家使用「掃碼易」服務。



請緊記在您的展位上展示「掃碼易」的二維碼，鼓勵買家掃描，即使展覽會結束後，您仍可以繼續與買家保持聯繫。累計的買家掃描次數最多的首 5 名參展商將每天獲得**免費宣傳機會\***。參展商名單將於社交媒體及場館內的電子屏幕公布。不要錯過這個讓您在展會增加曝光率的好機會！把握「最多買家掃描的參展商」活動，連繫更多買家。

*\*掃描次數按每一買家計算，如買家對同一展商進行多次掃描，也只會計算為一次掃描。展會最後一天將不會舉辦任何宣傳活動。*

**Scan2Match FAQ 掃碼易常見問題**

Q1	Is there any recommended placement? 有建議的黏貼位置嗎？
Ans1	<p>Yes. It is recommended to place your company's Scan2Match QR Code at 1850mmH, facing the main aisle(s) where feasible. If there are multiple foamboards, it is recommended to place them in consistent areas. The recommended placement is illustrated for respective booth formats in the Appendix for your reference.</p> <p>有。建議將貴公司專屬的掃碼易二維碼貼於展台面向主通道、離地 1850 毫米高的地方。如有多塊泡沫板，建議黏貼於整體一致的位置。有關不同展台形式的建議位置，請參閱附件。</p>
Q2	Is the format of QR Code boards standardized? 二維碼展示版是統一的？
Ans2	<p>Yes. All QR Code are standardised in 210mmHx210mmW size, made of 5mm foamboard.</p> <p>是。大會統一現場所有二維碼展示版之尺寸為 210 毫米高 x 210 毫米寬的 5 毫米厚四方形泡沫板，背有雙面膠紙以便參展商自行黏貼。</p>
Q3	What should I do if the QR Code broken / missing? 二維碼板損毀 / 遺失怎麼辦？
Ans3	<p>Please provide your booth number and contact information to our Sales Representative for reprint and pick up at the FMO.</p> <p>如需重印，請提供攤位號碼、聯絡方法予相關的營業代表以便我們為你安排重印及領取。領取地點為主辦機構辦事處。</p>
Q4	How long does a reprint take? 重印需時多少天？
Ans4	Please expect the reprint of QR Code would be ready on or before noon the next day. 最快於當天或翌日的中午前。
Q5	What is Scan2Match? 掃碼易是甚麼？
Ans5	<p>The Scan2Match QR Code is provided for buyers to scan and access your Company's (Exhibitor's) own profile page via the Marketplace APP. For more information, please visit the Scan2Match webpage</p> <p><a href="https://www.hktdc.com/event/exhibitionplus/en/shared-contents/scan2match">https://www.hktdc.com/event/exhibitionplus/en/shared-contents/scan2match</a>.</p> <p>掃碼易二維碼供入場人士透過 Marketplace APP 掃瞄並開啟 貴公司的專有頁面。了解更多，請瀏覽掃碼易網頁</p> <p><a href="https://www.hktdc.com/event/exhibitionplus/tc/shared-contents/scan2match">https://www.hktdc.com/event/exhibitionplus/tc/shared-contents/scan2match</a> (繁) 或</p> <p><a href="https://www.hktdc.com/event/exhibitionplus/sc/shared-contents/scan2match">https://www.hktdc.com/event/exhibitionplus/sc/shared-contents/scan2match</a> (簡)。</p>
EN	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  EN         </div> <div style="text-align: center;">  繁         </div> <div style="text-align: center;">  簡         </div> </div>

## Scan2Match QR Code Illustration / Recommended Placement

### 「掃碼易」(Scan2Match) 二維碼展示板安裝範例

#### Scan2Match QR Code Sample 「掃碼易」(Scan2Match) 二維碼展示板樣本

<p><b>Standard Booth / Brand Name Gallery / Premium Booth</b> <b>Material:</b></p> <ul style="list-style-type: none"> <li><b>Type A:</b> 210mmH x 210mmW 5mm thick Foamboard, attached with a double-sided clip of 8mm width</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li><b>Type B:</b> 210mmH x 210mmW 5mm thick Foamboard, with double-sided and removable tape on the top and bottom of the back side</li> </ul> <p><b>Recommended Placement:</b></p> <ul style="list-style-type: none"> <li>1850mmH on the Left &amp; Corner Poles / Structures, facing the main aisle(s)</li> </ul>	<p><b>標準展台 / 品牌廊 / 特級展臺材質:</b></p> <ul style="list-style-type: none"> <li><b>A 款:</b> 210 毫米高 x 210 毫米寬, 5 毫米厚 之發泡展板, 附上 8 毫米寬雙面開合透明夾子 <b>或</b></li> <li><b>B 款:</b> 210 毫米高 x 210 毫米寬, 5 毫米厚 之發泡展板, 背面貼有雙面可除膠貼</li> </ul> <p><b>建議展示位置:</b></p> <ul style="list-style-type: none"> <li>張貼於展台面向主通道、離地 1850 毫米高的可行範圍內</li> </ul>
<p><b>Custom-built Participation (Raw Space) Material:</b></p> <ul style="list-style-type: none"> <li><b>Type B:</b> 210mmH x 210mmW 5mm thick Foamboard, with double-sided and removable tape on the top and bottom of the back side</li> </ul> <p><b>Recommended Placement:</b></p> <ul style="list-style-type: none"> <li>1850mmH eye-level, facing the main aisle(s), and/or at the main entrance, reception table</li> </ul>	<p><b>特裝參展(淨地) 材質:</b></p> <ul style="list-style-type: none"> <li><b>B 款:</b> 210 毫米高 x 210 毫米寬, 5 毫米厚 之發泡展板, 背面貼有雙面可除膠貼</li> </ul> <p><b>建議展示位置:</b></p> <p>張貼於展台面向主通道、接待處、離地 1850 毫米高的可行範圍內</p>
<p><b>Type A: A 款:</b></p>	<p><b>Type B: B 款:</b></p>
	



## Scan2Match QR Code Recommended Placement

### 「掃碼易」(Scan2Match) 二維碼展示板建議展示位置

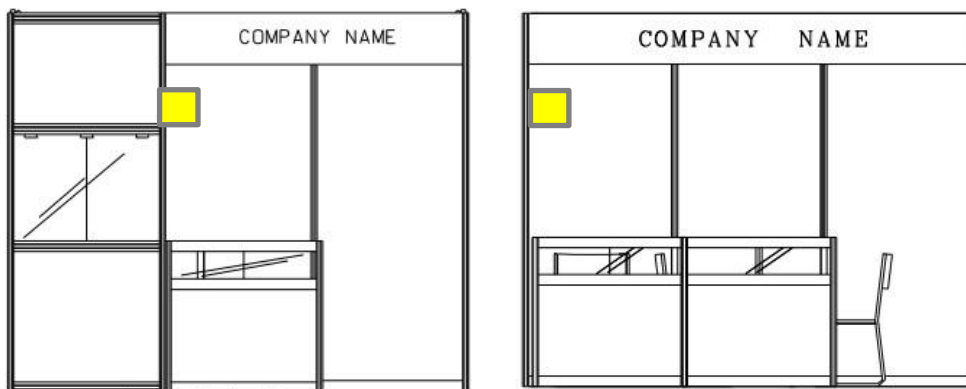
Please install the QR code at 1850mmH on the Left & Corner Poles / Structures, facing the main aisle(s). 請張貼於展台面向主通道之左面、離地 1850 毫米高之可行範圍內。

Scan2Match QR Code Foamboard recommended placement



「掃碼易」(Scan2Match) 二維碼展示板建議展示位置

### Standard Booth 標準展台



### Premium Booth 特級展台



**Custom-built Participation (Raw Space) 特裝參展(淨地)**

